



Frequently Asked Questions

What is the difference between FAQ's and the User Guide?

These FAQ's will provide general guidance on submitting an application. The User Guide provides further information on full use of GrantMaker and will be a helpful resource should your application be successful and you are using the system for reporting.

Logging in to the Grant Toolbox site

If your school or organisation is known to Wyatt and has received partnership or project funding in recent years, it is likely that your organisation's ABN is already registered.

If this is likely, please make initial contact through the 'organisation already exists' option. Wyatt will then connect you in and send you a link and temporary password to access the application.

How do I know what to apply for?

It is important that where a foundation has guidelines and criteria you read these before applying for any funding. When you are logged into the system you will see an icon with Funding Opportunities written there. The number of open funding opportunities will also be visible - so if it displays 0, there are no current funding opportunities for this foundation. Click on this icon to take you to any open opportunities.

Can I save and come back to my application later?

Yes, your log in details allow you to come back later and continue to work on your application. Please ensure you select '**save draft**' before logging out. Once your application is submitted you will not be able to edit it.

It doesn't seem like there are many questions to answer?

While some application forms may be brief, there will be multiple pages with questions that require a response. Each page has a heading, e.g. 'Applicant details' and next to this are the headings of the other pages that require completion.

Are all questions mandatory?

Only those questions with an asterisk are mandatory. If you miss one of these questions and attempt to submit your application you will be prompted to complete remaining mandatory questions.

Goals and outcomes:

A clear statement of goals and outcomes is valuable to understand what the proposed project is aiming to do and how it aligns with Wyatt's funding priorities.

When considering goals and outcomes for your application, please consider the following principles:

- that any goals and outcomes listed are realistic and in proportion to the resources available
- a focus only on the additional value created through Wyatt funding
- where there are claims of impact that they are robust and credible
- that what is measured and reported helps inform your service to individuals and communities.

We are happy to field questions about goals and outcomes in relation to your application. Please contact Jo Edwards, Grant Manager, on 8224 0074 to initiate a discussion.

Some questions have a ? next to it, what does this mean?

If you see a ? symbol, hover your mouse over it for additional explanation for that question.

Why can't I edit my application?

Applications are only able to be edited while they are in draft. Please do not submit your application until you are finished all editing, as once submitted, you will be unable to continue working or change any responses.

I've missed the deadline, how can I submit?

Each funding opportunity will have a closing time and date. Once past this time, draft submissions will not be able to be submitted. If you have a draft submission, you will be prompted via automatic emails to complete this prior to the due date, but ultimate responsibility to lodge your application on time rests with you.

I am having trouble with my application, who can I contact?

Please contact the foundation to whom you are applying.

Who is JM Philanthropy and Grant Toolbox?

JM Philanthropy is a specialised service of Jaquillard Minns. Our bespoke service offering includes PAF establishment, Grants & Program Management, Mentoring & Strategic Advice, Board Management, Finance, Governance, Investment Reporting and has created the 'GrantMaker' software solution. For more information please see our [website](#).