

Applying for a Grant



Grant Seeking Stages

Stage 1 - Preparation & Planning
 Stage 2 - Identifying Opportunities
 Stage 3 - Writing the Application
 Stage 4 - Reporting

Stage 1: Preparation & Planning

- Integrity of the idea / project
- Don't go chasing shiny things (don't go for the grant just for the money)
- HINT: This bit should take the most time

It is a good idea to have a project planned so you are ready to apply for a grant when it comes up. That way you are not rushed and reacting when it is time to apply.

WHAT? What do you want to do? What's your idea? ❖ Solve an issue? ❖ Capitalise on an opportunity?	WHY? Why is it important to your community? ❖ Need? ❖ Opportunity? How will the community benefit? Why should a grant-maker support you? What will happen if your project doesn't proceed?	WHO? Who will be involved in the project? ❖ Partners/Supporters ❖ Participants ❖ Volunteers ❖ Beneficiaries	HOW? How will the project be delivered? What are the key project stages? ❖ Tasks/Resources/Responsibility
WHEN? When will the project happen? ❖ What are the critical dates?	WHERE? Where will the project happen? ❖ Is the venue / site fit for purpose? Permits? OH&S? How will you know if the project has been successful? ❖ How will you share the story of your project?	HOW MUCH? How much will it cost? <u>Expenditure</u> ❖ Consider all costs including the less obvious eg: marketing/Admin/insurance ❖ Get quotes for larger items/costs ❖ Don't just make costs up <u>Income</u> ❖ Co-contribution from your own group & other partners, ❖ Supporters, funding body ❖ In-kind contribution ❖ Income/ticket sales	TOP TIPS ❖ Grant makers love evidence! ❖ Be specific - The whole community will benefit won't cut it! ❖ Evaluation and documentation need to be planned at the beginning! ❖ Be realistic – don't inflate or underestimate your budget! ❖ Talk to your partners early on to ensure you are on the same page.

Stage 2: Identifying Opportunities

- The bit that is often left to chance
- Understanding the focus & values of your group
- Aligning those with a potential funding partner



Identifying potential funders

- Government (local, State & Federal)
- Business (sponsorship)
- Philanthropy
- Crowd funding / Other

Consider

- Partners
- Scale of project
- Capacity to raise funds
- Grants may seem the easiest way but they are hard work and bring responsibilities

Researching opportunities

Look at similar projects that have been delivered elsewhere

- Philanthropy Australia
- www.ourcommunity.com.au
- Grants Victoria (government)
- FRRR
- Strategic Grants
- Google

Check out the funder's website

- What are their interests?
- What are they trying to achieve?
- What have they funded in the past?
- What are their values?

Read the guidelines thoroughly

- Who is eligible to apply?
- What can/can't be funded?

Align your organization / project with the funder

- Do you have a match?
- Do you have any questions?

Stage 3: Writing - the easy bit!

- Use clear, simple language. No need to write a thesis. Keep it simple and succinct
- Avoid technical language and define words where necessary
- Spell out acronyms
- Assume the reader knows nothing about your organisation, project or community
- Use evidence to support claims
- Use facts, not opinions
- Be specific when answering questions
- Make it clear what you are going to use the requested funds for

Stage 4: Reporting (last but not least!)

The bit most forget, don't like or do badly but it is extremely important.

- Reflect and learn while ensuring you look at your documentation and evaluation measures
- Share your story, the inspiration, excitement and achievement or failures
- Opportunity to promote your work and build your group's profile
- Use the form provided by the grant-maker
- Go back to your application – this is what the grant-maker will refer to when reading your report

Stage 4: Reporting (last but not least!) cont...

- Explain what happened
- Provide photos or videos to help tell the story of your project
- Good reporting also gives the funder the opportunity to celebrate your project internally and use it to make a case for more grant money



Before you submit...Checklist

- Have you answered all the questions?
- Have you triple checked your budget? (It must balance or your project will be ineligible in most cases)
- Do you have all requested/recommended supporting documents & materials?
- Ask someone who knows nothing about the project to read your application and then ask them what you are doing? If they can't tell you, you need to revisit and clarify your descriptions.

Tip: Grant makers assess what you have submitted – they do not always have time to chase up material you have failed or forgotten to provide.

And when it's all done & dusted...

Successful:

- Celebrate, say thank you, acknowledge your funder, deliver your project!
- It will be in your agreement that you need to acknowledge your funder in all promotional material and speeches relating to the project.
- It is important that you do this. Many funders give you money because they are trying to build positive relationships within communities. If you do not acknowledge where the funding is from you negate this major aim.

Unsuccessful:

- Don't take it personally
- Ask for constructive feedback
- Re-visit the project
- Explore other funding options

East Gippsland Shire Council Community Grants

Information on Community Grants can be found on our website: [Grants \(eastgippsland.vic.gov.au\)](https://www.eastgippsland.vic.gov.au/grants)

To discuss your idea or any questions you might have please call the East Gippsland Shire Council on (03) 5153 9500 or email feedback@egipps.vic.gov.au.