

Getting Ready for Grants

15 Tips for Success

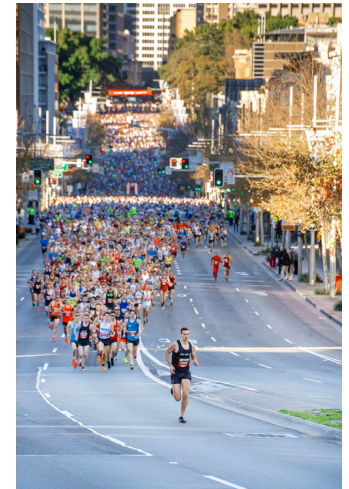
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15 Tips for Success

1. Be prepared

Preparing grant applications takes considerable time. As grants are often announced with a short lead time of less than two months to the closing date, we recommend you put together your project details in advance so that you are well prepared when an opportunity arises. Your project plan should outline:

- What you want to do
- Why you want to do it (the problem, need or opportunity you are addressing)
- Who needs to be involved
- When it will take place
- How you will make it happen
- How much it will cost
- What will be the outcomes and benefits



2. Talk with other local community members

There may be opportunities to collaborate on a project rather than have competing applications for funding. Critical mass may allow a project to be larger and more successful!

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3. Research suitable grants – information readily available FOC

- <https://www.facebook.com/RDATownsvilleandNWQ>
 - <https://www.rdanwq.org.au/grant-information/>
 - RDA *Community Connections* Newsletters and RDA *News Flashes* – register at Stay in Touch on our home page
 - Australian Government grants <https://www.grants.gov.au>
 - Queensland Government grants <https://www.grants.services.qld.gov.au>
 - Local Governments
 - Foundation for Rural Regional Renewal <https://frrr.org.au>
 - Australian Sports Foundation <https://sportsfoundation.org.au/grants>
 - Arts Queensland <https://www.arts.qld.gov.au/aq-funding>
 - Philanthropy Australia <https://www.philanthropy.org.au/seek-funding/Directory-of-funders/>
 - Ask around and subscribe to all relevant newsletters
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- Commercial/ subscription-based information sites
 - The Funding Centre from \$125 per annum
 - The Grants Hub from \$29 per month
 - Gem Local



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4. Check eligibility

Take care in reading the guidelines so you can fit your project to the needs of the donor and, if you are not eligible, don't waste your time on an application! Call the program manager of the grant to seek more advice.

5. Only apply for suitable grants

For example some grants will cover capital and infrastructure while others won't.

6. Spend significant time on addressing the criteria

Gather and present evidence about the reason for your project, e.g. the problem you are solving, and a reliable case for what you plan to deliver and the outcomes, e.g. the benefits that will accrue



Some grants will have a criteria based on Economic Benefit

Economic benefits for a region may cover increases in economic activity, improvements in productivity, wider access to markets or fairer and more equitable economic outcomes. Examples of how your project could demonstrate these economic benefits include:

- increasing the number or value of jobs, new businesses or the production of goods and services in the region (this includes direct and indirect opportunities created through the project)
- providing opportunities for growth in existing sectors, e.g. tourism, agriculture, manufacturing
- the use of local suppliers and goods
- increasing efficiency of the transport system or service delivery
- increasing Indigenous economic participation – including Indigenous employment and supplier-use outcomes
- the degree to which the project delivers benefits beyond the construction phase.

Economic Benefit – demonstrating the problem or opportunity

Provide the details of the problem or opportunity you are addressing, e.g.

- Long term unemployment
- Youth unemployment
- Closure of an industry or large employer
- Growth of an industry with opportunity in your area – eg tourism, agriculture...

Back it up with statistics, other data, surveys or reports, for example:

- Queensland Government Statistician's Office - www.qgso.qld.gov.au
- Australian Bureau of Statistics - www.abs.gov.au
- Australian Government Labour Market Information Portal - www.lmip.gov.au
- Tourism Australia - <https://www.tourism.australia.com/en>
- Tourism and Events Queensland - <http://teq.queensland.com/?redirect=www.tq.com.au>
- Australian Bureau of Agricultural and Resource Economics and Science - <http://www.agriculture.gov.au/abares>
- Department of Agriculture and Fisheries - <https://www.daf.qld.gov.au/>
- Reports done by governments, industry associations, regional economic development organisations
- Try doing a local survey – eg on surveymonkey if you cannot draw upon existing data from your community

Economic Benefit - Examples of Outcomes and Benefits

- How many full-time equivalent (FTE) positions will work on the construction stage or in the delivery of the activity?
- How many FTE positions will be created directly in the operational stage?
- What further employment will be created as a result of benefits flowing on in the community?
- How many local apprentices will be employed? And how will that assist the growth of local businesses?
- How many volunteers will get on-the-job work experience to upskill for future employment?
- What type of new work and business opportunities and how many will be provided for Indigenous people?
- How will the project enable the attraction of new investment, new businesses, other new opportunities and quantify the expected investments?
- If you are delivering an event, how many people will attend? How much local expenditure/ economic contribution will it make?
- Will a road bottleneck be improved and what would be the increases in productivity for road users? Time savings? Cost savings?
- What will be the on-going benefits? Over what period? What future benefits can be catalysed?

Some grants will have a criteria based on Social benefit

Social benefits for a region may cover increases in regional amenity, improving community connections and inclusion and providing opportunities for learning and knowledge creation. Examples of how your project could demonstrate these social benefits include:

- making a region a more attractive place to live
- improving community connections and social inclusion
- supporting or protecting local heritage and culture
- increasing community volunteering
- the degree to which the project delivers benefits beyond the construction phase/ project period
- addresses disadvantage within the community.

Social benefit - demonstrating the problem or opportunity

Provide the details of the problem or opportunity you are addressing, eg

- Declining population – infrastructure and activities to attract and retain residents
- Saving a heritage building and creating new opportunities for its use e.g. tourism, culture, community events
- Disharmony, petty crime - creating greater community cohesion through community facilities and activities
- Understanding disadvantage in the community and how facilities and activities can address that

Back it up with statistics, other data, surveys or reports, for example:

- Australian Bureau of Statistics - www.abs.gov.au
- Tourism Australia - www.tourism.australia.com
- Queensland Government Statistician's Office - Socio-economic indicators - www.qgso.qld.gov.au
- Tourism and Events Queensland - <http://teq.queensland.com/?redirect=www.tq.com.au>
- Australian Council of Social Service - <https://www.acoss.org.au/>
- Private sector reports such as <https://www2.deloitte.com/au/en/pages/public-sector/topics/health-and-social-care.html>
- Reports done by governments, community organisations
- Try doing a local survey – eg on surveymonkey if you cannot draw upon existing data from your community

Social Benefit – Examples of Outcomes and Benefits

- How will the project help create more equitable access to facilities and events and opportunities?
- How many people will directly and indirectly benefit?
- How will volunteerism be encouraged and how many volunteers will be involved?
- How will people of different backgrounds be involved and benefit and how many?
- How many Indigenous people will be included, involved and have access to the opportunities?
- How will the project enable the development of other new opportunities?
- If you are delivering a community focussed event, how many people will attend? How will they benefit? How will the community benefit?
- What impact with the project have on local crime?
- What impact will the project have on community cohesion?
- What impact will the project have on community planning and engagement in decision making?

Most grants will have a criteria based on your capacity, capability and resources to deliver the project

You may demonstrate this through identifying:

- your track record with similar projects including managing similar grant funding
- your readiness to commence the project with appropriate approvals planned for or in place
- your access to people with the right skills and experience
- your access to infrastructure, capital equipment, technology, intellectual property
- sound project planning
- how you will operate and maintain infrastructure and benefits of the project if required

Most grants will have a criteria based on the impact of grant funding

You may demonstrate this through identifying:

- the total investment the grant will leverage including cash and in-kind contributions
- the extent to which the project leverages additional partnerships
- the likelihood of the project going ahead without the grant funding. Explain how the grant will impact the project in terms of size, timing and reach.

7. Use clear and concise language

Put yourself in the shoes of the assessor

Avoid use of acronyms unless they are explained and even then, use sparingly

Use correct grammar and spelling

Use fewer words than more remembering there will often be word or character limits

Explain the context – eg locations, distances, areas

Use percentages to help tell the story of impact and not just the numbers

Mirror language – eg key words in selection criteria

Draft all answers in a word document and paste into the online application



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8. Focus on the positives

What difference will the funding make to achieving the project outcomes? Help the assessor to love your project.

9. Prepare and present accurate budgets

Indicate where you may be receiving cash or in-kind support from contributors or equipment, land, or volunteer labour. Donors like to see leveraging!

10. Use appropriate supporting materials

Check what you can include and request letters of support as soon as possible if required. (Provide the supporter with a template and dot points for their convenience.) But don't swamp the assessor with unnecessary information as they have a lot to get through!

11. Understand the reporting requirements

Ensure your application indicates your understanding of these and your ability to meet these requirements. For example, showing what project team and skills and experience you have to lead and implement the project is one way of doing this.

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12. Proof-read

Have someone else who is not close to the project proof-read your application and give feedback.
Check for spelling, grammar, acronyms, budget calculations
Check all supporting documents are clearly named and attached

13. Submit before the deadline

Allow for Murphy's Law – submit online before the deadline to allow time to deal with any last minute issues.

14. File all relevant documents

Staff move on, and if you are successful you will want all background and supporting information to enter into the grant agreement.

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15. A strong grant application will :

- Have an identified need or opportunity with a compelling story backed up by facts
- Specify outcomes and benefits that achieve the funding body's goals
- Demonstrate stakeholder and community support
- Involve partnerships with other organisations
- Set a realistic budget based on planning and accurate quotes
- Articulate clear timeframes for deliverables
- Demonstrate the strengths and experience of the organisation and its team to deliver the project
- Identify and articulate how any risks will be managed

Where to get more tips for grant preparation and writing

Volunteering North Queensland <http://vnq.org.au/>

.id the population experts .id grant application cheat sheet <https://home.id.com.au/id-grant-application-cheat-sheet/>

Queensland Tourism and Events Grants Guide 2018 <https://cdn1-teq.queensland.com/~media/63558d98c9be40b398a6b6ab0ce5ac97.ashx?la=en-au&vs=1&d=20180919T165722>

And most of the sites that also promote grants as above on slide 3

Other funding options (sourced from Philanthropy Australia)

Crowd-funding platforms

- [Pozible](#)
- [Indigogo](#)
- [Kickstarter](#)
- [Chuffed](#)
- [GoGetFunding](#)
- [StartSomeGood](#)

Travel

- [The John Monash Scholarship](#)
- [The Churchill Trust](#)
- [Fulbright](#)
- [Marten Bequest](#)
- [Rhodes Scholarships Australia](#)

RDA hopes the above information has been of assistance to you in planning your next grant application. If you wish to discuss the development of your project, please contact RDA on 07 4410 3655 or through info@rdanwg.org.au to book an appointment.