

Applying for Grants

1. NEEDS IDENTIFICATION and CONSULTATION

What are the needs or issues within your community?

- Is it a **NEED** or a **WANT**?
- Are they short term or long term needs?
- Who identified the needs?
- How has it been identified?

How do you know it is a need?

- You will need to consult with or talk to many people who will be affected by or benefit from the project or people who may have some interest in it.
- Is any other organization running a similar project?
- Is there any other services that you can work with to meet your community's needs? List down who they are and talk to them about your idea or the project.
- If you are developing a product, is there a similar one available? ie, directories, manuals, videos, workshops, training?

Remember, funding bodies will not fund a project or a product if something similar already exists!

What are the benefits?

- How does the wider community (the school, the region, the local neighbourhood) benefit from the project/activity/product/ ie
- You may not be able to achieve all your project goals.

Consultation

How do you consult with people?

- Conduct focus groups
- Conduct surveys by : phone or mail
- Hold community forums
- Talk to service providers

Do you need a partner or support?

- Think about who or which groups, agency or organization that can help you with achieving project goals.
- They may provide in-kind support, advise or letter of support

You may need this information for your funding submission, so make sure to document and record the outcomes from these consultations!

2. DEFINE YOUR PROJECT

Clarify the purpose of your project and write a concise brief of your project highlighting the goals and objectives.

Define the scope of work to focus your search for a suitable funding program in order to match your goals/activities with the relevant funding goals or priorities.

Determine the broad project goals, then identify the specific objectives that define how you will focus the work to accomplish those goals.

Example:

Goal: To increase awareness of the Australian legal system amongst young refugee communities

Objective 1: Link young people with the community and legal services including police, community leaders

Objective 2: Organize and run workshops

Objective 3: Produce a DVD that will resource young people.

These goals and objectives suggest the proposal will request support for linking young people with service providers, run workshops and produce a DVD.

Be sure to discuss in the proposal who will benefit and how it will benefit not just the intended target group, (refugee youths) but also the service providers and the wider community.

The Project Plan:

Draft the expected project outcomes in specific measurable terms eg, number of participants, the type of product produced ie, resource manuals, booklets, brochures etc,

Draft a timeline that includes the planning phase, the intended project start date, the activities and timeliness for finishing the tasks and who will be in charge of the task.

3. IDENTIFY THE RIGHT FUNDING SOURCES

There are usually 3 types of sources for community funding

Local government. e.g:

- **Brisbane City Council** - <http://www.brisbane.qld.gov.au/>
- **Logan City Council** - www.logan.qld.gov.au
- **Cairns City Council** - <http://www.cairns.qld.gov.au/>

State government eg:

Multicultural Affairs Queensland : Multicultural Assistance Program

Federal Government: eg

Department of Immigration and Citizenship: Living in Harmony Program

- Do not limit your funding search to one source.
- Look for a match between your project and the grants you seek by looking for consistency between the purpose and goals of your project and the funder.
- Look at the specific funding priorities and list of what activities or products that can be funded.
- Sometimes you can make direct contact with funding bodies to discuss your projects. .
- Most funding bodies will have all the details about their funding program on their agency websites. Read the funding guidelines thoroughly. If available, also check out the list of projects previously funded through this specific grant program..
- Find out about the maximum amount of the grant and determine whether the funding levels of the grants are appropriate for your project. Note whether there is a funding ceiling eg, maximum amount allowed to be granted for a project. .
- Find out whether the funder has other grant sources for which your project is eligible.

Contact the Funding Body

In some cases, there is a contact for a project officer who will address your questions.

If details of the funding program is not on the website questions you may want to ask include:

- How are submissions/proposals reviewed?
- How are decisions made?
Inquire about budgetary requirements and preferences.
- Is in-kind support acceptable as a portion of applicants' share?
- What may be counted as in-kind support, and how might it be applied?
- Ask about how the payment/grant is allocated.

4. FUNDING GUIDELINES

Read the guidelines carefully. Be sure to ask the funding body any questions you may have before starting your submission.

Guidelines usually tell you about:

- submission deadlines
- eligibility to receive funds, ie incorporated body or located in a specific region
- proposal format: application forms, web based application, number of pages
- what type of activities or products that can be funded
- what to include and what not to include in the budget
- funding goals and priorities (which may change from year to year)
- evaluation process and criteria
- whom to contact
- other submission requirements: contact person, letters of support etc.

Submission Deadline:

Plan to submit your proposal on or preferably before the deadline. Check to see how the funding body want to receive the proposal/submission ie by post, email, hand delivered?

Determine what format the funding body requires for submission.

Be realistic about whether you have time to prepare a competitive proposal that meets the deadline. If you do not think you can meet the deadline, look for other funding sources or wait until the next funding round.

Know the funding body's policies on late submissions, exceptions, and mail delays.

Find out how the funding body will notify you about the receipt and status of your proposal. Factor this information into your timeline.

Update your timeline:

When you find out when the funding is likely to be announced, you can then update your timeline to factor in when the money will be available. Make sure to factor the time for evaluating the project into your timeline.

5. WRITING THE PROPOSAL

The format or structure, attention to detail, concise persuasive writing and a reasonable budget are the critical elements of the writing stage. There are many ways to write proposals/submissions. It is best to read the guidelines for the funding body's specific requirements. In some cases, they may just want a standard proposal with no format. The main components are: the need for the project, budget, appendix of support material, and authorized signature. Sometimes proposal applications require abstracts or summaries, an explanation of budget items, and certifications. .

Credentials

Remember the funding body may not know about your organization. So you need to provide information about your organization: what you do, who are your members, your goals etc. The funding body also wants information of your organization's ability to successfully undertake the proposed project. Most importantly, they want to know if the organization can manage the financial responsibility. Make sure to Include past projects and individual track record and resumes of your members if applicable.

Statement of need

This should include the purpose, goals, measurable objectives, and a compelling, logical reason why the proposal should be supported..

How your organization will implement the project

Write details of the methods and process of accomplishing the goals and objectives, description of intended scope of work with expected outcomes, outline of activities, description of personnel functions if required.

Method of evaluation

At the end of the project, funding bodies want to know if it was successful and if your objectives were met or not. Some require very detailed evaluation measurements of results



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some may have their own forms or methods. Be sure to find out what they expect or what type of evaluation tools they prefer. .

Project timeline

Develop a draft of the project flow that includes start and end dates, schedule of activities, and projected outcomes. Make sure that there is enough details ie, recruitment of staff, promotion of activities, target group, who will be managing specific tasks and an approximate deadline for each activity.

6. TIPS ON WRITING THE SUBMISSION

Submissions typically must satisfy the following questions:

- What do we want?
- What concern will be addressed and why it is important?
- Who will benefit and how?
- What specific objectives can be accomplished and how?
- How will results be measured?
- How does this funding request relate to the funding body's purpose, objectives, and priorities?
- Who are we (organization, members) and how do we meet the funding body's criteria?

The uniqueness of your submission

There are many ways to represent the same idea. However, the project activity needs to capture the reviewers or decision makers.. Your organization's activity need to meet the funding guidelines of the funding body. Your unique project activity must align with the purpose, and goals of the funding source. This is a critical aspect of any proposal/submission because it determines how compelling the decision makes will perceive your submission.. Remember that the selection process is very competitive. You need to think "***WHY would the funding body want to fund this project proposal as instead of another proposal?***"

7. BUDGET

Budgets are cost projections. They also indicate to the funding body how projects will be implemented and managed. Well-planned budgets means that is has been carefully thought-out. Be sure to only include activities or things the funding body is to support. First check out what items or activities will be funded.

Funding bodies asks the following questions to assess budgets:

- Can the project or outcomes be accomplished with stated budget?
- Are the costs reasonable - or too high or low?
- Is the budget consistent with proposed activities?
- Is there sufficient budget detail and explanation for the item? ie quotes,

Many funding bodies provide mandatory budget forms that must be submitted with the proposal. Make sure to use the relevant form.

Don't forget to list in-kind support and any other income where appropriate. In-kind support includes all the resources and time that your organization is going to provide without any funding, ie, volunteering, free venue, sponsorship, training, catering etc. Is your organization going to obtain other funding from other sources or will the activity generate income ie, ticket sales, selling resource materials, stall holders fees etc.

Be flexible about your budget in case the funding body chooses to negotiate costs. In most cases, funding bodies **WILL NOT** fund your organization for the **TOTAL** amount. Be ready to vary your budget and take this into account when developing your budget.

******HINT: If you are successful and you want to vary your budget, do not spend the money until the funding body has approved the variation or the change.***

8. SUPPORTING MATERIALS

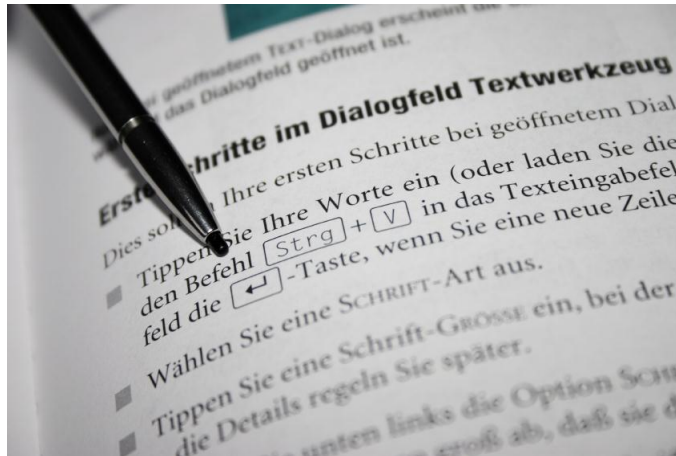
Supporting documents are often encouraged and can be added as an appendix. These may include letters of support that endorse the project, provide credentials about the organization.. Supporting documents can sometimes add information about project personnel and consultants or provide tables and charts to elaborate the case for funding. For projects that include collaborations or partnerships, include endorsements from the partnering agencies with letters of support detailing how they will support the project. Make sure that you have made contact with your partners and confirm their support.

Policies about the inclusion of supporting materials differ widely amongst funding bodies. Whether to allow them usually depends upon how materials contribute to the proposal such as how much or how relevant the material will be.

Be prepared to invest the time to collect the supporting documents. *Preferably obtain it much earlier than the deadline.*



9. SUBMISSION/APPLICATION CHECKLIST



- ✓ Address the proposal as directed in the guidelines.
- ✓ Observe the format and tailor the proposal to specifications found in the guidelines.
- ✓ Include only the number of pages allowed.
- ✓ Use the correct form if applicable.
- ✓ Be concise. Only elaborate if it adds depth and scope.
- ✓ Be prepared to write more than one draft
- ✓ Ask someone to read it before submitting.
- ✓ The complete proposal must be submitted on time in the requested format with the requested number of copies and original authorized signatures.
- ✓ Be sure to include required documentation.
- ✓ Ensure that you have the authorized signatures required. Without these, proposals may be rejected.
- ✓ Submit **ON TIME!**

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- ✓ Keep copies of the whole proposal/application for future reference or in case it is unsuccessful, you may want to find another funding body.
- ✓ In some cases, you may want to contact the funding body to gain feedback about your submission. However, it may not be available as there is a large volume of submissions

10. *Grant Acquittal*

After completing the project an acquittal or the outcome report explaining how the funding money was spent needs to be submitted. The report provides information on how successful the project was and what outcomes were achieved through the project. Were the objectives achieved? Would the approach be different next time? What worked what did not work?

Any unspent money from the grant should be returned. If the outcome report is late or no submitted, the organization might be ineligible for further funding.

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Other factors to consider:

Public Liability Insurance/ Community Public Liability Insurance

Every organizations need to think about public liability insurance as it is necessary to protect the organization against negligence made by a third party such as injury or property damage sustained during the project. It will protect the organization from paying out large amount of monies.

Risk factors:

Some funding bodies would like an idea of what risks are likely to occur during the life of the activity. These may include: personal injuries, property damage, theft, accidents etc. It is advisable to consider obtaining the relevant insurance or to develop a risk assessment. The risk assessment can include the risk, the likelihood of that risk occurring and strategies to be implemented to address the risk. For example:

Risk	Possibility	Strategies
Injuries at festival	Medium-Low	Insurance, ambulance in attendance