

Grant Writing Made Easy



Session 2

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Project Development Officer

1. Project Names
 2. Reading & Understanding Guidelines
 - Reading Guidelines
 - What to look for
 - Look at priorities
 - 3 Letters of Support
 - Who from
- Project Budgets
 - Do's and Don'ts



What's in a Name?

- Must be clear what the project is.
- Be creative
- Government loves acronyms

Example 1 – Indigenous Heritage Program

To be eligible, your organisation must address one or more of the following five IHP categories in relation to a place/s of indigenous heritage significance.

IHP1 – Conservation

Conserve a place/s of indigenous heritage significance to a community. This may include (but is not limited to) one or more of the following conservation processes:

- Maintenance:** undertake protective care of a place through routine actions and /or activities so that the indigenous heritage values of a place are not degraded beyond that of the present situation.
- Preservation:** Maintain the indigenous heritage values of a place in its existing state by slowing any process which could contribute to deterioration

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Example 2 – Minor Facilities Program 2008

1.1 Objectives

The objectives of the Minor Facilities Program are to:

- provide Queensland communities with facilities to service their recreation and sporting needs for competition and training; and
- deliver key recreation and sporting infrastructure to meet the sport and recreation demands of Queensland communities.

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- **deliver** key recreation and **sporting infrastructure** to meet the sport and recreation demands of Queensland communities.

Example 3 – Gambling Community Benefit Fund

Financial and legal documents

Copies of the following financial and legal documents must be attached to each application:

- Your organisation's (or sponsor's) Certificate of Incorporation. (unless incorporated under Corporations Act 2001 (Cwth) then relevant documentation)
- A list of current committee/board members and position held.
- Financial information authorised by your accountable officer including:
 - organisations established more than 12 months must provide the latest signed, full audited financial report
 - organisations established less than 12 months with no audited financial report must provide a balance sheet and income and expenditure statement and the last two bank statements
 - unincorporated organisations must provide a balance sheet and income and expenditure statement, the organisation's last two bank statements and a copy of their sponsor's signed, full audited financial report.
- Minister approved organisations must also refer to the fact sheet specific to their organisation type.

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Reading and Understanding Guidelines and criteria

Example 4 – Jupiter's Casino Community Benefit Fund

11. Funding submission

please answer Questions 1 – 4 on a separate Attachment addressing each question separately. Not providing enough information will jeopardise the outcome of your application.

1. Profile of organisation (approximately 150 words)

- Provide a brief history/profile of your organisation, including its aims, objectives and the activities conducted
- When was the group established?
- How many members do you have?
- What is the average number of people accessing or using your organisation's facilities/services annually?
- What are the principal age groups of persons involved?

2. Project need (approximately 150 words)

- Describe your project, the need and details of your existing circumstances. Include the results of any research/survey and the outcomes you expect to receive.
- Provide a, complete project plan with timeframes and resources.

Reading and Understanding Guidelines and criteria

3. Community benefit (approximately 150 words)

- What benefit will be gained from your project? Include who will benefit, the number of people and how the wider community will benefit from your project.

4. Partnerships (approximately 150 words)

- What steps have been taken to investigate the possible
- existence of similar projects?
- Are other organisations involved in your project?



Project Budget

- Make sure you do some research
- If required, provide a full cost breakdown.
- Ensure what you are asking for is eligible

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“...and *that's* why you need to raise my allowance!”

Timeframes

- Be realistic
- Consider possible delays and make allowances
- Don't drag the project out



Before

- Make sure your committee approves the project
- Get partners signed up
- Let your members know what you are doing
- Meet with your local Elected Members

After

- Keep your partners updated
- Keep your Members informed
- Keep the Elected Members updated
- Say thanks
- Keep the funding organisation updated

Wrap Up

1. Sourcing Grants
2. Sponsorship
3. Grant Plans
4. Project Names
5. Guidelines
6. Budgets



Questions