Fact Sheet
Grant Writing Tips

BEFORE YOU START YOUR APPLICATION – GET ORGANISED

1. **Develop a project plan:**
   - Why does this project need to happen?
   - What are you proposing to do?
   - What will change because of this project? How will you measure/evaluate this?
   - How are you going to achieve the outcomes?
   - What are the key dates and milestones?
   - Where is your project taking place?
   - Who is involved in the project? Do they have the skills to make it happen?
   - What costs are involved? – You will need current quotes for any costs the council funds will be used towards.

2. **Research and evidence**
   - Who has done this type of project before? Talk to subject experts. Learn from their experiences.
   - What are the statistics or results that support the need or benefit of your project?
   - Are any permissions required – consent from owner, planning approvals, permits, etc?

3. **Identify potential funding sources**
   - Funding is competitive so it is not wise to rely on a single funding source.
   - Research – what organisations fund the type of project you are planning? What are their priorities?
   - Consider various opportunities to generate income – fundraising, sponsorship, crowd-funding, ticket sales, membership fees, etc.
   - Look for partnerships which will be beneficial to your project.
   - Share the responsibility for grant seeking.

4. **Know your funder**
   - Read the relevant guidelines. What are the assessment criteria?
   - Look at types of projects they have funded in the past.
   - Ensure your organisation and proposed project are eligible.

NOW YOU ARE READY TO APPLY

5. **Be clear and concise**
   - Refer to your project plan and summarise what you are going to do. Ensure the assessors have a clear understanding of the project and the outcomes.
   - Use clear, concise language – direct and to the point.
   - Stay relevant – avoid fancy jargon.
   - Write a reader friendly application.

6. **Be a great communicator**
   - Tell your story – let your passion shine through.
   - Stand out and sell yourself – why is your project important?
   - Show that you can do it – provide examples of previous projects and experience.
   - Don't assume the assessors already know about your organisation and the work you do (can be provided as an attachment).
   - Have someone proof read your application.

7. **Link with funder's priorities**
   - Consider how you will achieve the priorities listed by the funder.
   - Use headings to ensure you address all relevant priorities.

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8. Support your application

- Attach evidence of support from community and any project partnerships.
- Include evidence of relevant permissions, permits, building approvals, etc.
- Provide any design plans, business or marketing plans, drawings, photos, etc.

9. Prepare a detailed and accurate budget

- Identify all costs related to the project.
- Be clear on what items are eligible.
- List all sources of income including other sponsorships/donations and your own contribution.
- Make it realistic.
- You may need to provide quotes for the items the funding will be used towards. Be prepared. Provide current quotes and don't use quotes that are out of date or from a previous project.

10. Don't leave it to the last minute

- Check closing dates and times.
- Allow time to gather all requested information.
- Allow time to revise and ask questions.
- Submit before the deadline. Council does not accept late applications.

YOUR PROJECT IS FINISHED – NOW WHAT?

Funding bodies will require proof that you used their funds for the purpose as outlined in your application – an acquittal.

11. Acquittal information

- What did the project achieve? What changes occurred because of the project?
- How do you know you achieved the outcomes? What evidence do you have to support this – number of people attending, surveys, videos and/or images?
- You may need to provide receipts/invoices for the goods and/or services the grant funds were used towards. These should match the approved expenditure items in your application.
- Do you have any funds unspent? What is the funder's policy on unspent funds?

*Some funding bodies may allow a variation to your expenditure items. Check the guidelines to find out if a change of purpose is possible and what steps need to be taken for this change to occur. If it is not mentioned, contact the funder before you make any changes.

More information

Visit our Community Grant's website:
Ipswich.qld.gov.au/community/grants_sponsorships
or contact the Community Grants Team at
communityfunding@ipswich.qld.gov.au or
phone (07) 3810 6648.

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