**TIPS FOR GRANT SUCCESS**

Many opportunities for funding are available from Federal, State and Local Governments, as well as philanthropic organisations (trusts and foundations) and businesses (sponsorship).

Here are some handy tips for successful grant applications.

**1.Plan your project**

Your grant proposal should clearly outline the project plan including;

* What do you want to do?
* Why do you want to do this project?
* Who will benefit from the project?
* How much will it cost?
* What resources are required to deliver the project (e.g. people, time and equipment)?
* How will you measure success?

**2.Does your project fit the grant program?**

Before you start the application, read the guidelines thoroughly and make sure your organisation is eligible to apply. Check for charitable or Deductible Gift Recipiency requirements (see point 9).

* Ensure your project is eligible; check the guidelines for items that will be funded and those that will not.
* Look at the past recipients of funding; this will give you an idea of groups as well as projects that have been previously funded.
* Do you have all the information you need to complete the application?
* Is your project new or visionary?
* Be passionate in your application: if you are not excited about your proposal then the grant maker may not be.
* If you have any questions, contact the grant maker overseeing the grant program to gain clarification.

**3.Do you have community support for your project?**

Allow sufficient time for stakeholders (e.g. other organisations or community leaders) to prepare a letter of support (if required) before applications close.

* It is helpful to provide stakeholders with a template or dot points of information you would like included in the letter.
* Many grant makers look for ‘partnerships’; consider a collaboration with another organisation to strengthen your proposal.

**4.Content and presentation are important**

Always use the application form provided, answer all questions in full and be concise (avoid jargon).

* Most applications are now online.
* Project descriptions are important – ensure that the grant maker understands what you are applying for.
* It is beneficial to use terms and ‘buzz words’ that feature in the guidelines, particularly those referring to objectives of the funding program.
* Clearly describe the need for the project and how and/or who in the community will benefit from the project outcomes. Include details of the number of community members will benefit.
* Include up-to-date supporting data and statistics. Go to https://www.goldcoast.qld.gov.au/Council-region/About-our-city/Population-data to use the available tools to better understand the local populations characteristics.
* Cover letters or attachments are not required unless specified.

**5. Is the timing right?**

Confirm if grant application timeframes are suitable for your project.

* The grant decision-making process can take several months, so it is best to find out when successful applicants will be notified.
* Grant application guidelines may indicate project start and finish timeframes; be sure your project is not scheduled to begin prior to availability of grant funds. No grant program will fund a completed project, work that has already commenced, or equipment already purchased.

**6. The budget**

Ensure that you have a realistic budget, your application has sufficient budgetary details, and the budget

adds up correctly.

 You may be required to include quote(s).

 Specify cash and in-kind contribution to the project – including volunteer time, donated labour and/or supply and overheads such as insurances, office costs, rent, etc.

 In-kind donations need to be shown as both income and expense to balance.

 A copy of your annual report or last audited financial report may also be required for the application.

**7. Application completed**

Get someone to proofread your grant application (remember to check budget details, spelling and grammar).  Make sure that the person in your organisation who signs the application form has the authority to do so.  Confirm submission details for your application – is it to be submitted online? Ensure all relevant

attachments are included.  Always submit your application before the closing date - late applications and applications missing

mandatory attachments will not be considered.

 Confirm that your submission has been received by the funding organisation.

 Keep copies of your complete application – including the application form and attachments, any

correspondence and acquittals.

**8. Success or try again?**

All grants are competitive and available funding is limited.

* Request feedback from the grant maker if your proposal was unsuccessful – this will help you to improve on your next application.
* If your application was successful, it is best practice to acknowledge and thank the grant maker and ensure that the funding report or acquittal is submitted in a timely manner (this assists chances of future funding).

**9. Charity and Deductible Gift Recipient Status**

Some grant applications require Charity and/or Deductible Gift Recipiency status.

Charities must register with the Australian Charities and Not-for-profits Commission (ACNC) before they can receive charity tax concessions from the Australian Taxation Office (ATO). If you decide to also apply for tax concessions, you can do this within one form – the ACNC registration application form. Your application for tax concessions will be sent to the ATO, who will decide your organisation's eligibility for tax concessions. Charities that help the poor or disadvantaged, public art galleries, museums and libraries, or an entity comprising a combination of these, can obtain DGR status from the ATO www.ato.gov.au/Forms/Application­for-endorsement-as-a-deductible-gift-recipient.

**10. Grant acquittal**

Acquitting a grant means accurately reporting on the funded activities and their related expenditure. The acquittal report is a formal condition of grant funding and if it is not provided or unsatisfactory, your organisation will not be eligible to apply for further funding.

To acquit the grant successfully:

* Check the funding conditions
* Most grant makers will require an acknowledgment of the grant; check their requirements prior to formal acknowledgments
* Ensure your expenditure matches the approved project budget
* Make sure you keep all receipts/invoices that pertain to the expenditure of the grant funding
* Meet the timeframe for acquittal following completion of the project.

**Extra resources**

Use the tools and resources to help you out with planning and writing a grant application.

**Important Contacts:**

Bundaberg Regional Council – Community Development Unit

**P:** 07 4130 4150 | **E:** [ComDev@bundaberg.qld.gov.au](mailto:ComDev@bundaberg.qld.gov.au)

Queensland Government Grants Portal – [www.qld.gov.au/grants](http://www.qld.gov.au/grants)

Our Community - [www.ourcommunity.com.au](http://www.ourcommunity.com.au)