

Insights Into Getting That Grant

Grant writing, while sometimes complex and arduous, can be rewarding financially, or it can be a waste of time, depending on your grant know-how. Here are some tried and true points to consider before starting to write that grant application.

The Project

Before you start writing

- Develop a wish list
- Identify projects that need funding
- Identify P&C and others contribute (both financially and in kind)
- Have a plan of action
- Obtain support of the members, principal, school community and broader community
- Talk with the Principal, school staff and P&C members about what is needed
- Decide who will write the grant?
- Decide who will manage and acquit the grant?
- Ask questions seek clarification when necessary
- Investigate grant sources: check objectives of the grant, deadlines and possible starting dates.

Needs Assessments - Statistics

Research statistics that will demonstrate the need for funding and support for your project: sun exposure for shade, the benefits of play for playgrounds, health and wellbeing for exercise equipment.

Research some basic demographic information: who will use or be the beneficiaries of the grant?

Are there relevant local statistics or national statistics?

Research can be found in the local paper, Australian Bureau of Statistics ABS, Department of Education, school data, previous projects, Health Department... and google!

Incorporation and eligibility

- P&Cs are not-for-profit
- P&Cs do not have an incorporation number
- P&Cs are not able to be incorporated
- P&cs are covered by an "Other Act of Parliament – Education (General Provisions) Act 2006"
- Check with the grant organisation what is required

Finding the right grant

- Check P&Cs Qld website, facebook and tip sheets
- Come to CONFERENCE!
- Find an appropriate grant search engine (some of them cost \$\$\$, but if you want a large amount of funding for a large project it may be worth it)
- Grant Guru
- Our Community Funding Centre
- Qld Government Grants
- Office of Liquor and Gaming Regulation Community Benefit Fund

The Grant

- CHECK THE GUIDELINES!
- Does your project match the requirements of the funding body?

- No match = No funds!
- Be aware of any \$ for \$ requirements
- Can you adapt your projects to fit with the funding?
- Talk to the funding body to confirm the match

Application time frames

- When does the grant close?
- Do you require any mandatory approvals (e.g. building)?
- When is the acquittal required?
- Do you have someone with the time to write the submission?

Understand the grant body

- Research their website
- Understand what they are offering
- Be familiar with the application process and guidelines
- Ask questions
- Find your best fit

Responding to criteria

- Be clear about what the criteria is asking
- Stick to work limits – consider dot points
- Be concise, clear and thorough

Letters of support

May be very important to your application: are they part of the criteria?

- What partners can you engage with?
- Who could support your application?
- Who is best placed to write a letter of support?
- Give prospective supporters sufficient time and details of the project to write a letter of support

Budget

- Staffing: including contractors and volunteers
- Consultant quotes, fees and plans
- Direct costs of the project (e.g. Hire of equipment, travel, postage, telephone, internet)
- Capital costs
- Consumables
- In kind or \$\$ contributions: are they required?
- Costs MUST EQUAL income in the budget.

Other considerations

- A catchy, relevant title
- Objective – What does the project hope to achieve?
- Plan of Operation – How will the program operate?
- Sustainability – What happens after the current funding is exhausted?
- Start and end date for the project
- Personnel – Who is involved? Their roles?
- Administration – Document what level of administration is required
- Document retention requirements
- Accountability – be familiar with the requirements
- Evaluation – Who will carry out the evaluation?

TIPS.

DO

- Practice writing submissions
- Seek advice and support from the funding body
- Make sure that what you are writing fits the submission you are applying for
- Consistent formatting
- Have someone else read the draft submission
- Be prepared
- Look at websites for successful submissions
- Make the funder believe your organisation can deliver the proposed program efficiently

DON'T

- Use jargon or acronyms
- Be wordy or ramble
- Assume that they know anything
- Make them chase you for information
- Try to bypass the process or parts of it
- Waste your time if the project does not fit the funding source

Acquittal

- Make sure you have everything you need to acquit the grant.
- Thank the funding body!
- Call the media! Photo op for the politician or the funding body will help you get the next grant ...
- Do they need formal recognition to be documented?
- Receipts and a record of how the funds benefited the community.
- Tell your community what has been achieved.

Look for your next grant...