

Community Grants Program

Tips for a successful grant application

The Community Grants Program has a limited amount of funding each round, so you need to make your application stand out! Tell us why your project is important and why it should be funded instead of others.

Think carefully about the project and ask yourself - *Why are you applying?*

- Are you looking to fulfill a need, solve a problem, or create a better community?
- Who is involved?
- Who will benefit?
- Find other groups who may want to work with you on this project
- Develop a working group within your committee

Things you **SHOULD** do:

- Read the grant guidelines carefully
 - Does your project meet the essential funding criteria?
 - Can you address the additional criteria?
- Use the Community Plan (if available) for your local area as a reference (link located on the Council website)
- Follow the instructions on the application
- Source and/or prepare supporting evidence (quotes, support letters, emails etc.)
- Document the need the project addresses or the problem that needs fixing
- Write your application with the assumption that Council knows nothing about your project.
- Use positive, action orientated words like 'will' or 'can' in your application
- Use language describing how the funds, if successful, will provide an 'investment' in the community, rather than the expectation of a gift.
- Highlight the positive benefits to the community from the project
- Keep your application short and to the point
- Provide realistic and achievable timeframes
- Check your budget adds up correctly - the total figure for expenditure must equal the total figure for income e.g. **Income** = \$5,000 (includes grant, in-kind etc) and **Expenditure** = \$5,000
- Make sure your budget is accurate and reflects the true cost of your proposal
- List other sources of funding for your project and if that funding is confirmed or not
- Demonstrate community partnerships and support for your project by providing letters of support
- Pick projects that may not usually attract funding from other sources
- Talk to Council's Community Partnerships Team about your project if you need support

Things you SHOULD NOT do:

- Do not assume that your project will be funded – there is a limited amount of money available
- Do not dwell on problems; instead provide the solution or opportunity your project will address

The most common reasons why a grant application is rejected:

- Too many applications and not enough money
- The project is ineligible
- Poorly written – application doesn't get to the point of the project and is hard to understand
- Budget doesn't add up and no quotes or detailed budget are attached
- The project doesn't have broad community benefit, or show evidence of inclusiveness

Ideas for community projects that connect to the Council Plan:

- Projects that bring the community together
- Events that increase economic activity and tourism
- Arts and culture projects
- Sport and recreation activities that aim to increase the participation, particularly of females and disadvantaged children
- Community safety initiatives
- Projects that celebrate diversity, inclusion and social connectedness
- Projects and events that support health and wellbeing outcomes such as improved mental health, or prevention of alcohol, drug and violence related issues