



Community Grants Program 2020-21

Grants Tip Sheet

How to Plan and Write a Successful Community Grants Application:



Before you START!

- The most important part of any application is reading the [guidelines](#) carefully, and to have a full understanding of the guidelines before you start completing the application.
- We strongly recommend that you discuss your proposed project with our Recovery Community Development Officer, James Rigby on +61428927338.
- Applications can only be received from legal entities e.g. incorporated groups/clubs or registered organisations within the Central Goldfields Shire.



Before putting the application together

- Do some homework about the Central Goldfields Shire Council. Check the [Council Plan](#) for our strategic objectives, projects that have been funded in the past, and reflect on your project and see where its best fits. [Past projects](#).
- Please visit the guidelines and grants resources available on the Council website.
- Brainstorm your project: who, what, why, when, and how. Talk to others in your organisation or group to gather support and ideas, talk to potential community partners and other organisations that might benefit (directly or indirectly) from your project idea.



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Planning your application:

- Being prepared is the key to successful grant writing. A well thought out application will always shine brighter than an application that has been rushed. Grant timelines can be very short so plan to be ready before a round even opens.
- Decide on what you are seeking funds for and develop a strong project idea that meets the grant criteria. Be prepared and think ahead.
- Call our Recovery Community Development Officer to discuss your project, the requirements, and priorities for the grant.



Writing your application:

- **Tell your story:** Let the council get excited about your project. Provide background information on your organisation or group and clearly and concisely outline your project aims and objectives. Outline how your organisation will meet the objectives, how the expected outcomes will benefit the wider community, who your partners are and how you will get your community involved in your project.
- **Demonstrate community support:** Include what you expect to be the short and long-term benefits and highlight any indirect benefits. For instance, clubs can have a strong influence on young people. They help build community and offer several benefits including offering community connections. Brainstorm your ideas with others and remember you can call the Recovery Community Development Officer.
- **Use attachments to support your application:** If you are struggling with having enough space (word count) within your application, you can always attach that extra detail in a separate document.



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The more you plan, the higher your chances are of success:

- If the application involves partnering organisations (Auspice Organisation or Program partners), detail their roles and responsibilities and provide contact details.
- What happens after the funding period? Outline the longer-term benefits after the funding, such as the sustainable benefits and possibilities for the future.
- Have someone else read the application for you to ensure enough information is provided.
- If the application requires permits or permissions make sure that you have them or evidence to show that you will get them during the application process.
- If the project requires insurance, please include a Certificate of Currency demonstrating appropriate insurance cover.
- If you require permits make sure you apply for free waiver form early.

More Grant Sources that might help:

- State Government Departments (DPCD, DHS, DPC)
- Federal Government Departments
- VicHealth
- State Organisations (Sports, Arts, Leisure)
- www.grants.gov.au
- www.vic.gov.au/grants
- www.vichealth.vic.gov.au

Checklist before applying:



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Ask yourself these questions before applying

Who are you?	<ul style="list-style-type: none"> An organisation/ a club or a group 	<input type="checkbox"/> Yes! Proceed to the next question	<input type="checkbox"/> No! Do some more thinking
What do you want to do?	<ul style="list-style-type: none"> An introduction/scope to your project, anything unique about it, the overall goal (bigger picture). 	<input type="checkbox"/> Yes! Proceed to the next question	<input type="checkbox"/> No! Do some more thinking
Why do you want to do it?	<ul style="list-style-type: none"> Why are you applying in terms of need, background, specifically what benefits the project will have? 	<input type="checkbox"/> Yes! Proceed to the next question	<input type="checkbox"/> No! Do some more thinking
What do you expect to achieve	<ul style="list-style-type: none"> what will be the project achievements? What outcomes are you looking for? Is it a pandemic recovery-oriented project? 	<input type="checkbox"/> Yes! Proceed to the next question	<input type="checkbox"/> No! Do some more thinking
Who are the main Stakeholders	<ul style="list-style-type: none"> Who will run the project, who will it benefit, partnerships involved (If any), who else will be supporting the project 	<input type="checkbox"/> Yes! Proceed to the next question	<input type="checkbox"/> No! Do some more thinking
How much do you want from whom?	<ul style="list-style-type: none"> Draw up a realistic budget for the project including, your contribution to the costs, "in-kind" provisions contributions from other parties, any income to be derived and what it will contribute towards. 	<input type="checkbox"/> Yes! Proceed to the next question	<input type="checkbox"/> No! Do some more thinking
How much and (what) will you contribute yourself?	<ul style="list-style-type: none"> Draw up a realistic budget for the project including, your contribution to the costs, "in-kind" provisions contributions from other parties, any income to be derived and what it will contribute towards. 	<input type="checkbox"/> Yes! Proceed to the next question	<input type="checkbox"/> No! Do some more thinking
How long will it take and when will you start, finish and acquit?	<ul style="list-style-type: none"> A draft of a plan with timelines demonstrating your readiness to deliver the project. How will it be implemented? A high-level explanation. How will the project be evaluated, what are the measures to evaluate the project success? 	<input type="checkbox"/> Yes! Proceed to the next question	<input type="checkbox"/> No! Do some more thinking

YOU ARE READY!!!!!!