

## Quick Reference to Project Funding Applications

### Eligibility

Make contact by phone with the organisation administering the grant and subtly explain the project you are hoping to achieve funding for. They may be able to tell you if your funding application will fit well within their guidelines or tell you if the grant program would be more suited to funding another part of the project. It also starts a relationship with the funding body and they may give you further information on the grant that is not stated in the guidelines.

*Check:* Does your organisation need an accreditation (eg does it need to be incorporated, registered for GST or have a tax deductible donation status)? If your organisation does not have the required accreditation can another organisation who does apply on your behalf (eg sponsor your application)?

### Project Plan

Describe the project, provide an outline of what you wish to do.

*Consider:* What needs to be done first, middle and last, these can be considered as milestones (eg project manager hired, ground preparation completed, pool concreting completed, painting finished, shade umbrellas put in).

Put a timeframe with your plan by adding finishing dates to all the milestones.

### Reason/ Rational for project

Grant providers have to show that they provide money for communities or areas that really require assistance so you must demonstrate the need for your project.

*Consider:* Why is your project important? Try to include things like surveys, statistical data, and feasibility studies.

Why do you need grant funds for your project; have you checked other funding avenues eg fundraising, other grant funding organisations, private business sponsorship or bank loan?

If you have a business or strategic plan that has identified the project as something that needs to be done, included this as part of the reason for the project (check to see if your local council's strategic plan has anything relevant to your project).

### Budget

Complete a simple budget that outlines all costs associated with the project, both labour, materials and utilities (rent, electricity).

*Include:* Any money your organisation has saved for the project and where it will be spent.

Funds from other grants you have applied for and where these will be spent

In-kind assistance you have been offered (voluntary labour or donated materials) and where these will be applied in the project

Recent quotes from tradesmen and/or contractors.

### Support for the Project

A grant provider wants to help as many people as they can so obtain letters of support from people who will utilise the new project when it is completed.

*Include:* How the supporting organisation is going to benefit from the project

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How the supporting organisation will support the project (cash or in-kind and to what value or in principle support)?

**Sustainability of Project**

A grant provider needs to make sure that the project outcomes continue beyond the period of funding.

*Consider* How will you pay for ongoing costs like wages, electricity rent etc?

Once completed, are there people managing the new project and do they have the necessary skills and knowledge to do so?

**Value for Grant Money**

For small grants, grant providers usually expect projects to help small groups of people, but for larger grants they usually want to see assistance go to larger communities or regions.

*Consider:* Is the value of the project outcome proportionate to the funds being spent? Measure the value in social and economic terms (eg new pool will improve community health which will reduce the burden on medical infrastructure).

**Credibility of your organisation**

This is similar to a personal CV. The grant provider needs to know about your groups previous accomplishments to insure that you have the capabilities to complete this project.

*Consider:* Has your organisation been involved in a similar sized project before?

Did you receive a grant for this project also?

Did you complete the project on time and within budget?

You may need to provide a list of the committee members and what experience each has.

**Project Development Approval**

Make sure you have the necessary approvals for the development of the project.

*Consider:* If you are building something will you need to ask for local council development approval?

Who owns the land you are building on and what is the arrangement with the owner ie lease (you will need to provide proof)?

How will you guarantee that the owner of the land will not sell after the building has been completed?

**Evaluation**

After all your hard work how will you know if the project does what it was designed to do, helping people in need?

*Consider:* How will you evaluate the success of your project?

Get measurable results as they have more impact e.g. increased number of visitors or visitor satisfaction surveys.

