

GRANTS CHECK LIST

The following Check List is provided as a guide to preparing a project scope for applying for a grant. Many of these questions will be asked on an application form.

The questions to be answered...	The details...	Tips...
What	<ol style="list-style-type: none"> 1) Name of project 2) Short paragraph overview of the project 	<ol style="list-style-type: none"> a) Short, catchy and relevant project names are more easily referred to and remembered b) Treat the short paragraph as a one minute elevator pitch for funds!
Why	<ol style="list-style-type: none"> 1) Background to why the project is necessary 2) Aims of project (to address issues or opportunities) 	<ol style="list-style-type: none"> a) Provide evidence – e.g. refer to statistics with their source and date; reports; surveys; documented outcomes of forums and meetings b) Be as specific as possible with numbers, percentages and other measureable outcomes
Who	Project team, partners, funders, volunteers	<ol style="list-style-type: none"> a) Who will lead the project and have overall responsibility b) Who will bring the required skills – e.g. financial, planning, marketing, consultation, facilitation, governance, operational skills c) How will the project team operate – will there be a steering committee and an operational g d) Are partners involved through funding or in-kind support? e) Do you have letters demonstrating financial or in-kind commitments or support? f) Are volunteers involved and how would you value their contribution?
When	Dates	<ol style="list-style-type: none"> a) When can the project commence? b) Are there considerations about seasons e.g. monsoon rains c) How long will it take to implement and complete? d) What are the milestone achievement dates?
Where	List the locations that the project will be implemented and also the area that will benefit	<ol style="list-style-type: none"> a) Where will infrastructure be built and/or used? b) Where will services be delivered? c) Is there a broader scope – e.g. is there regional benefit even if being delivered in limited locations?
How much?	Budget	<ol style="list-style-type: none"> a) Detailed costing of each element of the project with quotes from suppliers b) Projected income from the Donor and other contributors c) In-kind contributions – e.g. free use of equipment d) In-kind volunteer time

TIPS FOR SUCCESS IN OBTAINING GRANT FUNDING

The following list of Tips for Success is based on expertise from Volunteering NQ which holds regular workshops on grant writing.

- 1) Preparing grant applications takes considerable time. As grants are often announced with a short lead time of less than two months to the closing date, we recommend you put together your project details as per the Check List in advance so that you are well prepared when an opportunity arises.
- 2) Do research on suitable grants – and visit www.rdanwq.org.au and visit the Resources and Links section for links to grant information and talk to the grant program managers who can further assist with advice.
- 3) Match your funding need to the application – for example some grants will cover capital and infrastructure while others won't.
- 4) Take care in reading the guidelines so you can fit your project to the needs of the donor and if you are not eligible – don't waste your time on an application! If in doubt, call the grant program manager.
- 5) Use clear and concise language and avoid use of acronyms unless they are explained and make your application attractive and easy to read within the guidelines of how you can present it.
- 6) Focus on the positives about what difference the funding will make to achieving outcomes.
- 7) Prepare and present accurate budgets – also indicating where you may be receiving in-kind support from contributors or equipment, land or volunteer labour. Donors like to see leveraging!
- 8) Use appropriate supporting materials – not everything you have but just those that support your case as the reviewers don't like to be swamped with too much material.
- 9) Understand the reporting requirements and ensure your application indicates your understanding of these and your ability to meet these requirements. For example, showing what project team and skills and experience you have to lead and implement the project is one way of doing this.
- 10) Have someone else proof read your application and give feedback.
- 11) Talk to program managers about your application as they may be in a position to give some advice as you develop your application. Also, after you have submitted your application, if you have been unsuccessful, seek feedback on your application so you will learn from the experience to have greater success the next time.
- 12) Talk with other local community members to see if there are opportunities to collaborate on a project rather than have competing applications for funding. Critical mass may allow a project to be larger and more successful!