**Applying for a Grant**

**Grant Seeking Stages**

Stage 1 - Preparation & Planning

Stage 2 - Identifying Opportunities

Stage 3 - Writing the Application

Stage 4 - Reporting

**Stage 1: Preparation & Planning**

* Integrity of the idea / project
* Don’t go chasing shiny things (don’t go for the grant just for the money)
* HINT: This bit should take the most time

It is a good idea to have a project planned so you are ready to apply for a grant when it comes up. That way you are not rushed and reacting when it is time to apply.

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| **WHAT?**  What do you want to do?  What’s your idea?   * Solve an issue? * Capitalise on an opportunity? | **WHY?**  Why is it important to your community?   * Need? * Opportunity?   How will the community benefit?  Why should a grant-maker support you?  What will happen if your project doesn’t proceed? | **WHO?**  Who will be involved in the project?   * Partners/Supporters * Participants * Volunteers * Beneficiaries | **HOW?**  How will the project be delivered?  What are the key project stages?   * Tasks/Resources/   Responsibility |
| **WHEN?**  When will the project happen?   * What are the critical dates? | **WHERE?**  Where will the project happen?   * Is the venue / site fit for purpose? Permits? OH&S?   How will you know if the project has been successful?   * How will you share the story of your project? | **HOW MUCH?**  How much will it cost?  Expenditure   * Consider all costs including the less obvious eg: marketing/Admin/   insurance   * Get quotes for larger items/costs * Don’t just make costs up   Income   * Co-contribution from your own group & other partners, * Supporters, funding body * In-kind contribution * Income/ticket sales | **TOP TIPS**   * Grant makers love evidence! * Be specific - The whole community will benefit won’t cut it! * Evaluation and documentation need to be planned at the beginning! * Be realistic – don’t inflate or underestimate you budget! * Talk to your partners early on to ensure you are on the same page. |

**Stage 2: Identifying Opportunities**

* The bit that is often left to chance
* Understanding the focus & values of your group
* Aligning those with a potential funding partner

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| **Identifying potential funders**   * Government (local, State & Federal) * Business (sponsorship) * Philanthropy * Crowd funding / Other | **Consider**   * Partners * Scale of project * Capacity to raise funds * Grants may seem the easiest way but they are hard work and bring responsibilities | **Researching opportunities**  Look at similar projects that have been delivered elsewhere   * Philanthropy Australia * www.ourcommunity.com.au * Grants Victoria (government) * FRRR * Strategic Grants * Google |
| **Check out the funder’s website**   * What are their interests? * What are they trying to achieve? * What have they funded in the past? * What are their values? | **Read the guidelines thoroughly**   * Who is eligible to apply? * What can/can’t be funded? | **Align your organization / project with the funder**   * Do you have a match? * Do you have any questions? |

**Stage 3: Writing - the easy bit!**

* Use clear, simple language. No need to write a thesis. Keep it simple and succinct
* Avoid technical language and define words where necessary
* Spell out acronyms
* Assume the reader knows nothing about your organisation, project or community
* Use evidence to support claims
* Use facts, not opinions
* Be specific when answering questions
* Make it clear what you are going to use the requested funds for

**Stage 4: Reporting (last but not least!)**

The bit most forget, don’t like or do badly but it is extremely important.

* Reflect and learn while ensuring you look at your documentation  
  and evaluation measures
* Share your story, the inspiration, excitement and achievement or failures
* Opportunity to promote your work and build your group’s profile
* Use the form provided by the grant-maker
* Go back to your application – this is what the grant-maker will   
  refer to when reading your report
* Explain what happened
* Provide photos or videos to help tell the story of your project
* Good reporting also gives the funder the opportunity to celebrate your project internally and use it to make a case for more grant money

**Before you submit…checklist**

* Have you answered all the questions?
* Have you triple checked your budget? (It must balance or your project will be ineligible in most cases)
* Do you have all requested/recommended supporting documents & materials?
* Ask someone who knows nothing about the project to read your application and then ask them what you are doing? If they can’t tell you, you need to revisit and clarify your descriptions.

Tip: Grant makers assess what you have submitted – they do not always have time to chase up material you have failed or forgotten to provide.

**And when it’s all done & dusted…**

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| **Successful:**   * Celebrate, say thank you, acknowledge your funder, deliver your project! * It will be in your agreement that you need to acknowledge your funder in all promotional material and speeches relating to the project. * It is important that you do this. Many funders give you money because they are trying to build positive relationships within communities. If you do not acknowledge where the funding is from you negate this major aim. | **Unsuccessful:**   * Don’t take it personally * Ask for constructive feedback * Re-visit the project * Explore other funding options |

**East Gippsland Shire Council Grants**

Grant rounds open in January and June each year.   
The application stage is usually 5 weeks.

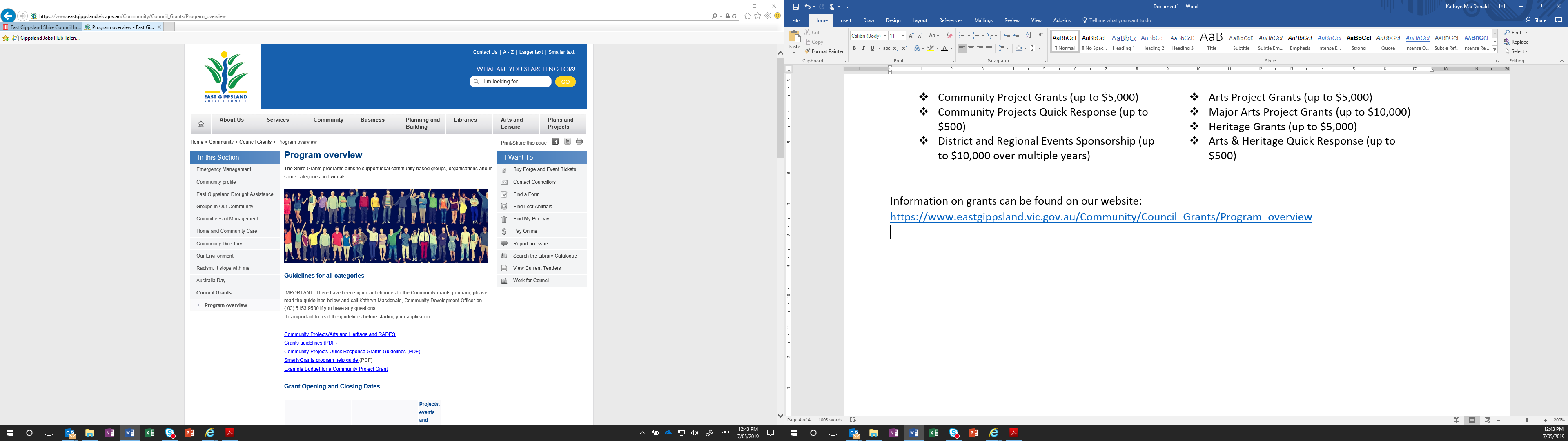
There are Quick Response grants throughout the year up to $500

**Currently grants available include:**

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| * Community Project Grants (up to $5,000) * Community Projects Quick Response (up to $500) * District and Regional Events Sponsorship (up to $10,000 over multiple years) | * Arts Project Grants (up to $5,000) * Major Arts Project Grants (up to $10,000) * Heritage Grants (up to $5,000) * Arts & Heritage Quick Response (up to $500) |

Information on grants can be found on our website: <https://www.eastgippsland.vic.gov.au/Community/Council_Grants/Program_overview>

To find it go to the website and click on the Community tab and click the last on the list: Program overview.



To talk to program staff about your idea or any questions you might have please call the East Gippsland Shire Council on (03) 5153 9500.