

Many opportunities for funding are available from Federal, State and Local Governments, as well as philanthropic organisations (trusts and foundations) and businesses (sponsorship).

Here are some handy tips for successful grant applications.

1. Plan your project

Your grant proposal should clearly outline the project plan including;

- What do you want to do?
- Why do you want to do this project?
- Who will benefit from the project?
- How much will it cost?
- What resources are required to deliver the project (e.g. people, time and equipment)?
- How will you measure success?

2. Does your project fit the grant program?

Before you start the application, read the guidelines thoroughly and make sure your organisation is eligible to apply. Check for charitable or Deductible Gift Reciprocity requirements (see point 9).

- Ensure your project is eligible; check the guidelines for items that will be funded and those that will not.
- Look at the past recipients of funding; this will give you an idea of groups as well as projects that have been previously funded.
- Do you have all the information you need to complete the application?
- Is your project new or visionary?
- Be passionate in your application: if you are not excited about your proposal then the grant maker may not be.
- If you have any questions, contact the grant maker overseeing the grant program to gain clarification.

3. Do you have community support for your project?

Allow sufficient time for stakeholders (e.g. other organisations or community leaders) to prepare a letter of support (if required) before applications close.

- It is helpful to provide stakeholders with a template or dot points of information you would like included in the letter.
- Many grant makers look for 'partnerships'; consider a collaboration with another organisation to strengthen your proposal.

4. Content and presentation are important

Always use the application form provided, answer all questions in full and be concise (avoid jargon).

- Most applications are now online.
- Project descriptions are important – ensure that the grant maker understands what you are applying for.
- It is beneficial to use terms and 'buzz words' that feature in the guidelines, particularly those referring to objectives of the funding program.
- Clearly describe the need for the project and how and/or who in the community will benefit from the project outcomes. Include details of the number of community members will benefit.
- Include up-to-date supporting data and statistics. Go to <https://www.goldcoast.qld.gov.au/Council-region/About-our-city/Population-data> to use the available tools to better understand the local populations characteristics.

- Cover letters or attachments are not required unless specified.

5. Is the timing right?

Confirm if grant application timeframes are suitable for your project.

- The grant decision-making process can take several months, so it is best to find out when successful applicants will be notified.
- Grant application guidelines may indicate project start and finish timeframes; be sure your project is not scheduled to begin prior to availability of grant funds. No grant program will fund a completed project, work that has already commenced, or equipment already purchased.

6. The budget

Ensure that you have a realistic budget, your application has sufficient budgetary details, and the budget adds up correctly.

- You may be required to include quote(s).
- Specify cash and in-kind contribution to the project – including volunteer time, donated labour and/or supply and overheads such as insurances, office costs, rent, etc.
- In-kind donations need to be shown as both income and expense to balance.
- A copy of your annual report or last audited financial report may also be required for the application.

7. Application completed

Get someone to proofread your grant application (remember to check budget details, spelling and grammar).

- Make sure that the person in your organisation who signs the application form has the authority to do so.
- Confirm submission details for your application – is it to be submitted online? Ensure all relevant attachments are included.
- Always submit your application before the closing date - late applications and applications missing mandatory attachments will not be considered.
- Confirm that your submission has been received by the funding organisation.
- Keep copies of your complete application – including the application form and attachments, any correspondence and acquittals.

8. Success or try again?

All grants are competitive and available funding is limited.

- Request feedback from the grant maker if your proposal was unsuccessful – this will help you to improve on your next application.
- If your application was successful, it is best practice to acknowledge and thank the grant maker and ensure that the funding report or acquittal is submitted in a timely manner (this assists chances of future funding).

9. Charity and Deductible Gift Recipient Status

Some grant applications require Charity and/or Deductible Gift Recipient status.

Charities must register with the Australian Charities and Not-for-profits Commission ([ACNC](#)) before they can receive charity tax concessions from the Australian Taxation Office (ATO). If you decide to also apply for tax concessions, you can do this within one form – the ACNC registration application form. Your application for tax concessions will be sent to the ATO, who will decide your organisation's eligibility for tax concessions.

Charities that help the poor or disadvantaged, public art galleries, museums and libraries, or an entity comprising a combination of these, can obtain DGR status from the ATO www.ato.gov.au/Forms/Application-for-endorsement-as-a-deductible-gift-recipient.

10. Grant acquittal

Acquitting a grant means accurately reporting on the funded activities and their related expenditure. The acquittal report is a formal condition of grant funding and if it is not provided or unsatisfactory, your organisation will not be eligible to apply for further funding.

To acquit the grant successfully:

- Check the funding conditions
- Most grant makers will require an acknowledgment of the grant; check their requirements prior to formal acknowledgments
- Ensure your expenditure matches the approved project budget
- Make sure you keep all receipts/invoices that pertain to the expenditure of the grant funding
- Meet the timeframe for acquittal following completion of the project.

Extra resources

Use the tools and resources to help you out with planning and writing a grant application.

10.1. Grant writing pre-planning checklist

No.	Actions	Completed (✓)
1	Do you have documented approval from your management committee for your project idea?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Do you have all your approvals in place (e.g. Council or other body regarding leased premises for building and upgrades)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Does this grant fit with the organisation's objectives as stated in the constitution and strategic plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Does your organisation have the capacity to deliver (financial ability, project management skills and time)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Is your organisation eligible to apply?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Is your project idea eligible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	If intending to partner, are you working with organisations that have similar values, good management, and communication channels that you trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	If you are intending to partner, have any decisions to partner been discussed, agreed on and clearly documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No

10.2. Grants information summary

No.	Organisation details	
1	Organisation name	
2	ABN	
3	Registered business address	
4	Postal address (if different from above)	
5	Accountable officer name and contact details	
6	Project officer name and contact details	
7	Physical address of project	
8	Brief history of the organisation	
9	Geographical area the organisation covers	
10	Stakeholders	
11	Membership numbers	
12	Number of people accessing the facility annually	
No.	Project details	
13	What is the project	
14	Previous similar projects	
15	Items you want to purchase and cost	
16	What is the project timeline	
17	How will this project benefit your organisation and the community? (include the number of people)	
18	Any agencies/organisations you will be partnering with?	
No.	Other information	
19	Other organisations who will benefit from the project	
20	Will this project allow you to generate an income?	
21	Sponsorship/financial contributions by other organisations/businesses	
22	Additional funding that has been requested elsewhere for this project and the components included	
23	How will you keep your project running beyond funding received?	
24	How will you evaluate the project	

10.3. Resources

Organisation	Links
City of Gold Coast Community Grants Program	https://www.goldcoast.qld.gov.au/Council-region/Grants-funding-development-programs/Community-Grants-Program
City of Gold Coast Grants Newsletter	https://confirmsubscription.com/h/d/A3B7D0B38AE83F98
City of Gold Coast Divisions	https://www.goldcoast.qld.gov.au/Council-region/Mayor-Councillors/Divisional-boundaries
QLD Government Grants Portal	www.qld.gov.au/grants
Our Community	www.ourcommunity.com.au
Philanthropy Australia	www.philanthropy.org.au
City of Gold Coast Community Directory	https://www.goldcoast.qld.gov.au/Services/Supporting-our-community/Community-advice-support/Community-directory
GrantConnect	https://www.grants.gov.au/

Disclaimer

This document and the information contained within (together the 'Material') is for general reference only and is provided solely for the assistance of community and sporting groups. Whilst Council endeavours to ensure that the Material is current and accurate Council does not give any representation or warranty of any kind (whether express, implied, statutory or otherwise) including in relation to the availability, accuracy, currency, completeness, quality, reliability, merchantability, or suitability of the Material, or that the Material will not infringe any third party intellectual property rights. Users of the Material must exercise their own judgement and make their own decisions based on their actual and current circumstances and any use of, or reliance on, the Material is at the risk of the user who accepts all risk, responsibility and liability for any loss, damage, cost or other consequence arising directly or indirectly from such use or reliance. Council shall not be liable, to the extent permitted by law, for any loss or damage whatsoever which is suffered (including but not limited to indirect or consequential loss) or for any personal injury, loss or damage suffered or sustained in connection with any use of or reliance on the Material.