Write that down and then consider the second thing you will do. Continue down the list of what you will do when you receive funding and at the end you will have your project framework.

A useful project planning model is the Results based Accountability which helps you design your project framework. See www.raguide.org

Budget – You will not need to have an exact figure at this stage but an estimate will assist in determining which grant will be suitable for your project. Take into consideration the following: staff and contractors, building materials, facilities, travel and administration costs such as printing, postage, phone calls etc.

Outcomes – What will happen as a result of this project and how will you prove that it made a difference? This may be very simple or may require a more detailed analysis and evaluation. Some projects are hard to quantify so you may need to conduct interviews or surveys to determine a change of attitude.

Tips for Grant Seekers
Things to consider before you seek funding.

Researching and applying for grant funding can be a daunting prospect if you are not sure where to start. This brochure is aimed toward helping you get started and to give your organisation and project the best chance of succeeding.

Know your project.

Before you even start looking for funding opportunities, you need to be very clear on what your project is and what you are trying to achieve. The most important thing to remember is the grant maker is not concerned with keeping your organisation ticking along and surviving, the grant maker is concerned with the work that you are doing to benefit the community. Grant providers are not here to help you start your new business or pay your wages, it must be a whole of community approach.

Background – What work needs to be done? Why? Who will it help and do you have evidence to support this? What is the issue? What’s the problem you are trying to solve? What is the need for the piece of work? How does your organisation fit into the community? Do you have a mission statement that describes your purpose? How do you operate and who is involved?

Project Outline – Now that you have identified the problem/opportunity and the solution, you need to ensure you know the answers to the what, where, when, why and how of your project.

Pretend that you have been given a grant, what are you going to spend it on? What is the first thing you are going to do when you get the money? What will be the first thing you do when you are able to start the project?

Understand the Grant maker

Government – they are using public money and must be very clearly accountable for how it is spent. Their funding policies tend to align with current government policy and direction.

Companies – they are generally providing goodwill within the community that they are operating in and that their customers, employees and stakeholders come from and their funding will most likely align with their values and focus.

Philanthropic trusts – They are generally private money that once belonged to an individual or family that are being facilitated by a trust. In all cases a philanthropic trust must legally fulfil the purposes for which it was established even if they aren’t as relevant now, so they are generally very specific.

Ask yourself whether their values align with yours, do you fit their funding priorities and are you able to fulfil the contractual obligations of the funding body if you are successful?
Grant guidelines are in place to help you and it is essential that you follow them correctly. They are just as important in telling you what a grant maker doesn’t fund as well as what they do fund. Most grant providers receive significantly more applications than they can fund so they need to determine quickly and easily which projects have the best chance of success and are therefore the best way to spend their money.

If you are unsure whether a particular organisation’s guidelines apply to your project it is always best to call and ask **better a 5 minute phone conversation to ask for clarification, than spending 5 days on an unsuitable application.**

Make sure you read the guidelines carefully first, some organisations may request that you call to discuss your application first, or that you send a letter of intent and then they will invite you to submit an application, not following their instructions carefully may result in your submission not even being read.

**Some submission tips to consider:**

**Remember that the benefit to the community** is the most important thing about your application.

**Keep your submission short** – try to avoid repetition and unnecessary information, if it is short and concise it will stand out. Use plain language and clear sentences, you can use subheadings and dot points. Do not use different colours or fonts.

**Assume the reader** has only a broad understanding of your field, avoid jargon and abbreviations.

**Ensure you answer every question** – if you feel it doesn’t apply to your project then give a brief explanation as to why, don’t leave a question blank.

**Pay particular attention to the terms used in the question**, for instance if you are asked to demonstrate an action it is not enough to say that you can do something, you must be able to give an actual example of how it will be achieved.

**Consider the projects sustainability** – grant providers will want to see how you intend to make your project sustainable (if applicable) in the long term. They are not interested in providing funding for a project that they believe will collapse as soon as their funding has run out.

**Budget** – It is a good idea to include a quote even if one is not requested as it shows you have planned your project adequately and gives substantial proof of the actual costs involved. Don’t forget to include what your organisation is putting into the project. Most organisations don’t want to think they are footing the entire bill so ensure you include any in-kind resources such as volunteer hours, providing a venue, transport, cash or other assistance. Ensure that you understand your responsibilities regarding reporting on your projects success and acquittal of your budget, what you specify in your budget is what you have to spend the money on.

**You will need to include the anticipated outcomes of your project** – this is the end result and is based around the benefit to the community. How were people helped? What knowledge, skills or values were acquired? It you can quantify this in terms of percentages it will help.

**Attachments can be helpful in providing further information** such as letters of support, your annual report and financials, media clippings or your organisations constitutions. It’s a good idea to check with the grant maker whether these extra documents will be helpful or irrelevant.

Remember that this is a partnership – you are not begging for a handout, you are providing the grant maker with an opportunity to do their job and make a positive difference by funding your work.