

Be Grant Ready

There are many grants and funding opportunities available that can help your club or community group. The key to winning grant funding is to be proactive and grant-ready!

Start with your project, not with the grant

Project Planning

Do you need the project?

It is important to have a prioritised list of projects scoped, priced and (where applicable) approved in preparation for potential grant opportunities.

Stick to your core business - Avoid developing projects reactively, purely for the purpose of getting a grant, as these sorts of projects typically end up costing you lots of time and effort.

Plan strategically - All clubs should have a plan which guides the strategic direction of their club into the future. Make your projects clear and identify grant programs where your funding will come from. Use our 'Grant planner' template to assist.

Run a Good Business

Can you deliver the project?

Have money ready - If your club relies on grant funding to prop up your operations, you're less likely to get a grant. You need to present as a viable business to give grant assessors the confidence that you have the ability to deliver your project.

You will also need to have money to put into your unfunded projects and for your contribution to jointly funded projects. In order to build stronger, sustainable and long-term relationships between Council and community groups, Council grants will favour applicants that financially contribute to the project.

Be up to date - Ensure that you have met all of your previous reporting and acquittal requirements (eg annual returns to the Office of Fair Trading and previous grant acquittals) assessors the confidence that you actually have the ability to deliver your project.

Have the right people - It is also important that your club has the right people in the right roles to assist with scoping projects and preparing grant applications. It is recommended that your club have people responsible for grant coordination and project management. These people will be critical to scoping projects and developing / submitting grant applications.

Documentation

Prepare your documents - Have easily accessible copies of frequently requested documentation, including:

- Certificate of Incorporation or Registration
- Constitution
- Audited financial statements
- Lease or other tenure
- Strategic Plan / Business Plan / Action Plan
- Relevant governing body or government plans
- Register of members
- Quotes
- Plans, designs & approvals
- Landowner approval including Council letter of support (if required)

Use the cloud - If you can collect documentation electronically and keep it in your cloud storage, it will be accessible for the application process, during project delivery, for acquittal purposes, and for the reference of future committees.

