

Grant Writing Workshop



Acknowledgement of Traditional Custodians

Sunshine Coast Council acknowledges the traditional Country of the Kabi Kabi Peoples and the Jinibara Peoples of the coastal plains and the hinterlands of the Sunshine Coast and recognize that these have always been places of cultural, spiritual, social and economic significance. We wish to pay respect to their Elders – past, present and emerging – and acknowledge the important role Aboriginal and Torres Strait Islander people continue to play within the Sunshine Coast community.

Introduction & Agenda

What will we cover today?



- The Sunshine Coast Coalition of Community Boards
- Understanding Grants
- Project Planning
- Other Funding Sources
- Council's Major and Minor Grants
- Questions

Welcome Coalition of Community Boards



Grant Writing

Presentation

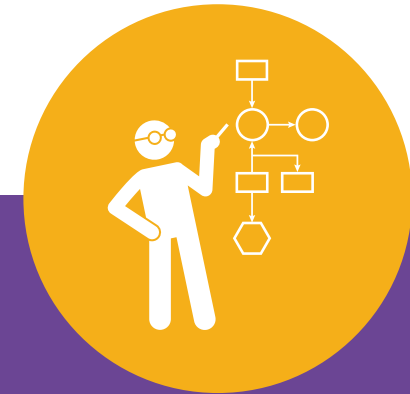
Three key areas to consider when applying for a grant:



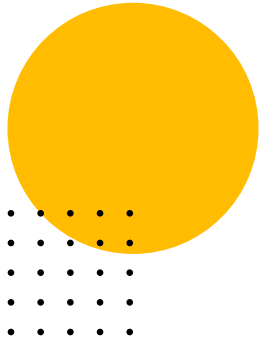
Linking your project activity to your organisation purpose



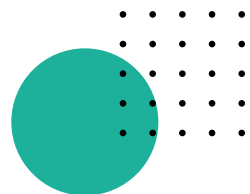
Make sure you have a plan



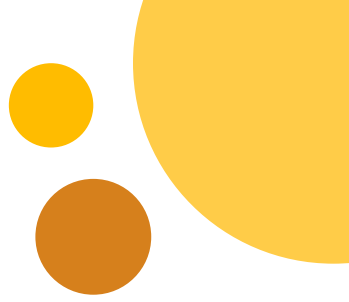
How is your organisation structured and how are decisions made?



1. Linking your project activity to your organisation purpose



Your organisation's purpose



Your organisation's purpose

- Do you have a vision and mission?
- If so, are they clear and up-to-date? (When was the last time your organisation reviewed them?)
- Is your purpose relevant to the community?
(Considering this helps you to determine the community benefit question which is in most grant requirements)

Your project activity

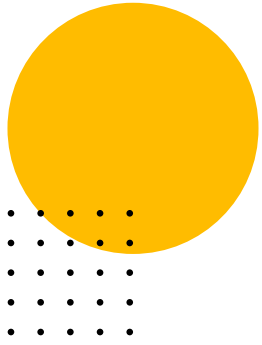
- Be clear about what you are seeking to do
- Why did you decide to do this project activity?
- Can you clearly describe community benefit?
- Be clear about how the activity is linked to your organisation's purpose



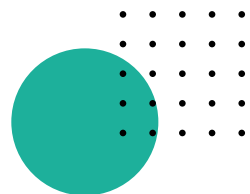


The grant opportunity

- Is the grant you are applying for relevant to your project activity?
- Be clear about how the grant you are seeking will assist you to achieve the project activity



2. Make sure you have a plan



Does your organisation have a Strategic Plan and/or an Operational Plan? A Strategic plan is usually a 3 – 5 year plan that has broad goals linked to vision and purpose.



Eg/ A simple format for a small community organisation's Strategic Plan can cover:



What activities will you do to achieve your purpose over the next 5 years?



How will you sustain your organisation to be effective over the next 5 years?



How will you nurture the relationships internally and externally to create the right culture and partnerships.

An Operational Plan is linked to your Strategic Plan but focuses on one-year.

It covers:



Actions, resources, timeframes and indicators:

- What will you do?
- Who will do what?
- Resources required to achieve it?
- When will you do it?
- How will you know when it's done?



An operational plan is a great tool for a committee to use at each meeting to keep on track with its direction

Do you have a Project Activity Plan?
A Project Activity Plan is a very simple action plan
links your project to your operational plan.
It outlines your project activity:



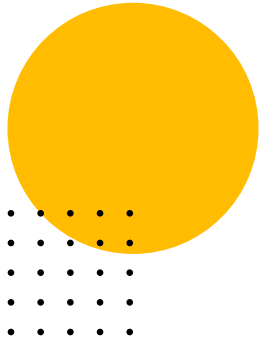
Keep it simple



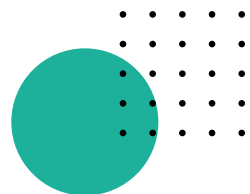
Keep it small and focused on the project activity



Make sure the grant you are applying for is 'fit-for-purpose' with your activity



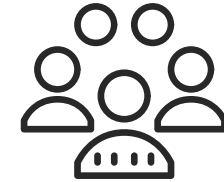
3. How is your organisation structured and how are decisions made?



Does your organisation have an organisational structure chart that:



- Outlines your organisation's parts i.e. legal entity, the connection between membership, the management committee, sub-committees, volunteers (and staff if applicable)



- Shows the current management committee members and provides a short bio of each committee member

Do you have a decision-making flowchart that:



Demonstrates how decisions are made



Shows how reporting is done in your organisation on

- Financial matters
- Project reporting



Keep the chart simple (remember the funding body just needs to know that you have capacity to manage funding)

Contact Us

The COCB provides workshops and discussion forums on many topics designed to assist community organisations with governance support. These workshops and forums are all free. See our 2025 calendar on our website. You can also join our email list to receive updates and promotional information about upcoming COCB activities.

If you require assistance with organisational planning the COCB offers support on a fee-for-service basis. Contact Howard Buckley for more information:



sunshinecoast@cocb.org.au



[**www.cocb.org.au**](http://www.cocb.org.au)



Thank You

For your attention

Understanding Grants

Purpose of Grants:

- Deliver on Funder's priorities
- Meet an identified community need

Get to know your Funder:

- GUIDELINES, GUIDELINES, GUIDELINES!
- Criteria and Eligibility
- Application Form
- Timing
- Talk to them



Project Planning

- **What?**

What is your project?

- **When?**

When do things need to happen?

- **Where?**

Where will the activities take place?

- **Who?**

Who is involved?

- **How?**

How exactly will you carry out the project?

Enhance your Project Plan:

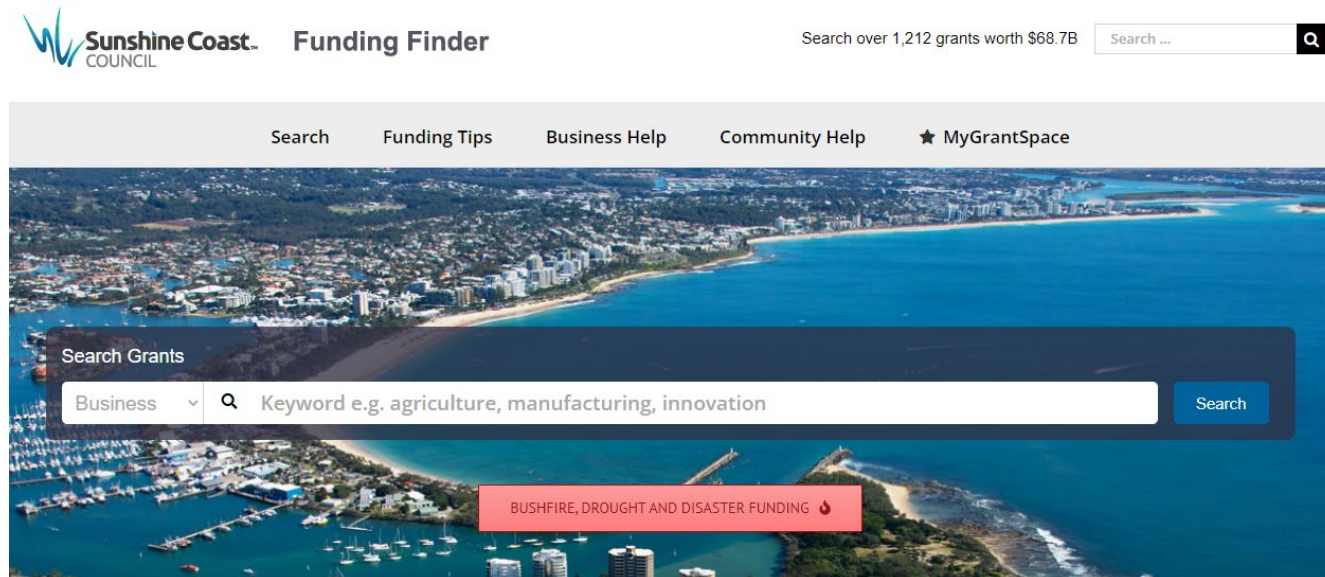
- Connect with experts for advice or networking opportunities.
- Research similar projects and learn from their experiences.
- Gather community support: endorsements, local statistics or research.

Special Considerations:

- **Equipment Projects:** Plan for storage, maintenance, and insurance.
- **Infrastructure Projects:** Check permits, approvals, and cost estimates.
- **Community Events:** Address permits, logistics, and safety requirements.

Other Funding Sources

Grant Guru (Funding Finder):



Local Funders:

- Gambling Community Benefit Fund, Community Banks such as Bendigo & Heritage, Unity Water.

Other forms of Funding:

- Sponsorship, Donations, Crowdfunding, Membership Fees, Special Events, Merchandising, Fundraising.

Sunshine Coast Council Funding Programs



Eligibility

Who can apply:

- Not-for-profit community organisations that are a legal entity with not-for-profit status **or** are registered with the Australian Charities and Not for Profits Commission (ACNC).

Who cannot apply:

- Government*
- Businesses
- Individuals
- Educational, religious or medical organisations, where the application is for the organisation's core business.

* *Queensland State P&C associations are not eligible.*

Auspicings:

Community organisations without this status can be auspicied by these groups.

Auspicings means that an eligible organisation takes responsibility for ensuring the funds are used as specified in the grant allocation.

An auspicings organisation will be responsible for:

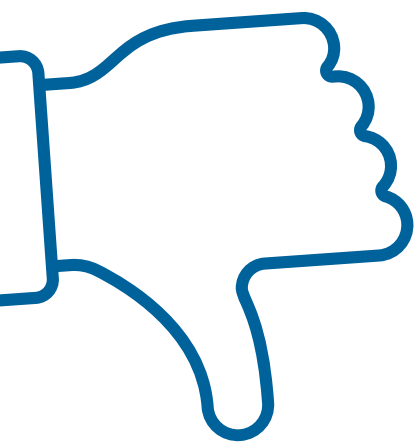
- the receipt, banking and administration of all moneys
- project monitoring and completion
- ensuring the applicant acquits the funding on time
- sign off on the acquittal form

Major and Minor Grants

Overview:

- Same categories, priorities and assessment criteria
- Competitive
- Frequency – Twice yearly
- Over \$7500 co-funding applies

GRANT	OPEN	CLOSE	REQUEST AMOUNT	NOTIFICATION
Major Grants	28 January 2025	10 March 2025	- Up to \$15,000* - Up to \$30,000* for infrastructure projects	6-8 weeks from closing date
Minor Grants	TBC	TBC	- Up to \$2000	6 weeks from closing date



Projects Not Eligible for Funding

- Ongoing operational or recurrent costs including salaries, rent, fuel
- Activities that have already begun prior to a grant application being submitted
- The core business of educational, religious or medical organisations
- Donations, prize money, prizes or trophies
- Development of privately-owned facilities
- Payment of debt
- Political activities
- Projects run solely for commercial profit
- Items included in another council grant application
- Projects run solely for fundraising purposes, without broader community benefit
- School and church fetes
- Celebration or competition activities and events where attendance is limited to individual organisations or their members
- Judging, adjudication fees or uniforms for events
- Catering, hospitality, food and beverages for events.

Co-Funding

Co-funding requirement:

AMOUNT REQUESTED FROM COUNCIL	MINIMUM CO-FUNDING REQUIREMENT
Up to \$7500	No requirement
\$7501 - \$15,000	50% of total project costs from other sources
\$15,001 to \$30,000	75% of total project costs from other sources

Examples:

AMOUNT REQUESTED FROM COUNCIL	CO-FUNDING REQUIREMENT	MINIMUM PROJECT TOTAL COST
\$7500	\$0	\$7500
\$15,000	\$15,000	\$30,000
\$30,000	\$90,000	\$120,000

Categories



**Community
Development**



**Community
Facilities**



**Creative
Development**



**Cultural
Heritage**



**Economic
Development**



**Sport and
Recreation**

Community Development

The intent of this category is to support projects, events and activities that respond to an identified local need and build more inclusive, engaged and safer communities.

What is typically funded in this category?

- Event costs for free multicultural festival e.g., staging, audio visual, performers, promotion
- Website development for services supporting homelessness
- First Aid training for Men's Shed members
- Workshop costs for youth engagement project
- Volunteer resources for community hall e.g., mower, fridge, AV equipment, composting bins, laptop
- Consultant fees for strategic or marketing plan





Community Facilities

The intent of this category is to support infrastructure projects that involve the development, maintenance or improvement of buildings or land that contribute to providing a safe, accessible and inclusive community facility.

What is typically funded in this category?

- Facility repairs and maintenance, e.g., painting, guttering, window replacement
- Permanent installations, e.g., solar panels, air conditioning, signage
- New infrastructure, e.g., sheds, shade, fences
- Land improvements, e.g., drainage, irrigation, landscaping
- Costs associated with planning of projects for permanent works.





Community Facilities



Works on land or buildings:

- Focus is on supporting projects that are ready to get started and be successfully completed
- Provide evidence of required consents, approvals and secured co-funding
- Council-owned land: Owner's consent required for building or construction projects
- Non-council land: Written permission from property owner is required
- Private land development is not eligible
- All works must comply with Council development approvals.



Creative Development

The intent of this category is to support infrastructure projects that involve the development, maintenance or improvement of buildings or land that contribute to providing a safe, accessible and inclusive community facility.

What is typically funded in this category?

- Programs or events to activate a creative space
- Creative experiences that engage the broader community
- Free or low-cost arts festivals, music concerts or theatre performances
- Capacity building activities for creative groups.



Cultural Heritage

The intent of this category is to support projects, events and activities that document, conserve, promote and make accessible the region's heritage and social history.

What is typically funded in this category?

- Archiving projects or artefacts significant to the region
- Preparation of new exhibit items like a map or other items
- Photo exhibitions to celebrate a club's centenary
- Restoration of items with heritage significance
- Free or low-cost cultural heritage celebrations with local relevance.



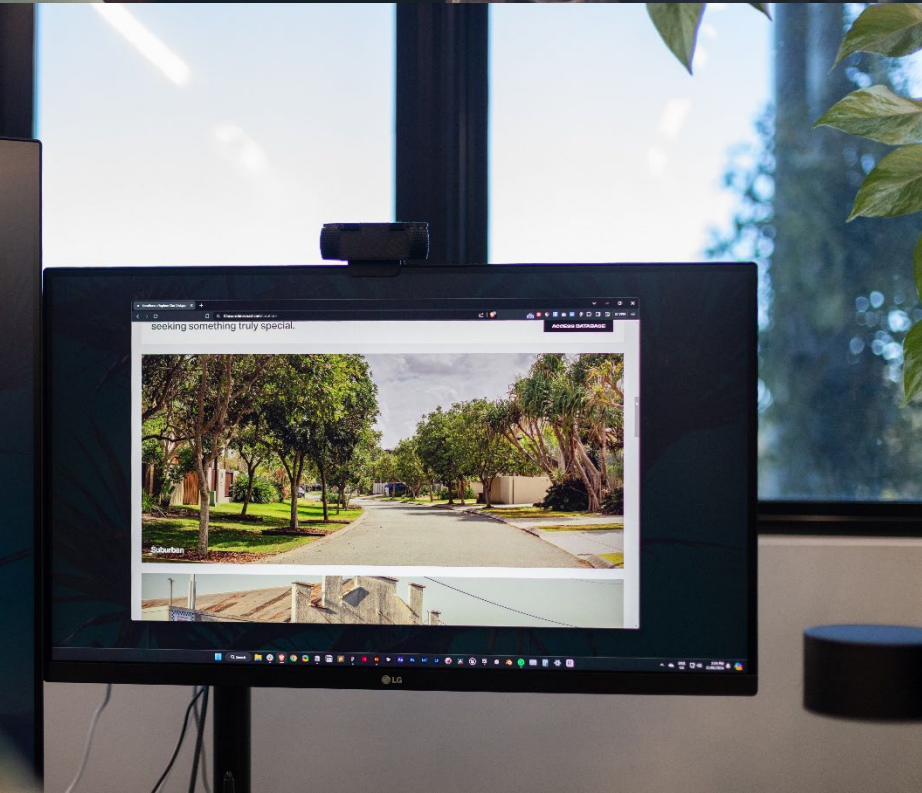


Economic Development

The intent of this category is to support projects, events and activities that encourage and support local community organisations to contribute positively to improve the economic performance and prosperity of their local community.

What is typically funded in this category?

- Buy local campaigns
- Networking opportunities to support shared learnings and promote connectedness of businesses
- Industry sector development activities
- Chamber and Industry sector marketing such as a regional tourism website
- Events that activate a business precinct and / or showcase local businesses.





Sport and Recreation

The intent for this category is to support Projects, events and activities that promote community participation in sport and recreational pursuits across the Sunshine Coast local government area.

What is typically funded in this category?

- Extra equipment to service an expanding need within a club
- Mowers, line-markers and whipper snippers
- Activities providing opportunities for people who otherwise wouldn't participate in sport
- Special equipment for individuals with hearing or sight impairments
- Come and try events.



Activity 1: Which Category?



**Community
Development**



**Community
Facilities**



**Creative
Development**



**Cultural
Heritage**



**Economic
Development**



**Sport and
Recreation**



Application Form

1 Project Description:

Describe your project/event, i.e. what are you going to do?

2 Need and Benefit:

Why do you think this project, activity or event is worthwhile? Who will benefit?

3 Supporting Documentation:

Provide evidence!

4 Budget:

A complete and balanced project budget

Application Form

1

Project Description:

Describe your project/event, ie what are you going to do?

- Summary of what you plan to do
- What, when, where, who and how?
- Don't go over 250 words
- Leave the assessment panel with few questions
- Information relative to the size and scale of project
- Clear, concise language
- A reader friendly application

Application Form

1

Project Description: Infrastructure Project

Describe your project/event, ie what are you going to do?

- **What?** **Example:**
The project involves the refurbishment of the existing change rooms at the ABC Football Club on Caloundra Road
- **When?** The existing facilities are very worn and tired, and are causing a number of health and safety issues that need to be rectified.
Stage 1 of the refurbishment will include:
- **Where?**
 - Waterproofing, re-tiling and grouting with anti-mould additive
 - Replacing all old tap ware in showers and fitting privacy screens in showers
 - Plastering and re-patching of walls with moisture resistant paint
 - Refitting walls around toilets with screening for privacy
- **Who?**
 - Replacing toilet basins and tap ware
- **How?** All works will be carried out by a licenced contractor. Approvals are in place, and works will commence in July 2025

Application Form

2

Need and Benefit: Infrastructure Project

Why do you think this project, activity or event is worthwhile? Who will benefit?

Example of NEED:

The change rooms have not been refurbished since they were built in the early 80's. They look tired and worn and often the subject of complaints by visiting teams.

There are several holes in the walls. Mould is growing in places and the existing drainage is not sufficient. Tiles are coming off and the wet areas need to be waterproofed properly. The existing concrete floor is posing a slip hazard. Tapware is missing and there are no screens between showers to allow for privacy when showering.

Our membership is steadily growing and we are hosting several regional football carnivals in the later half of 2025.

Example of BENEFIT:

Completing the works will ensure that the changerooms are safe and hazard free for members and visiting guests.

The plumbing and drainage issues will be rectified, and players will feel comfortable when showering.

The upgraded facilities will further encourage membership and patronage by visiting clubs and will be well utilised both on training and game days, and during regional football carnivals.

Application Form

3

Supporting Documentation:

Provide evidence:

- Evidence of need and benefit
- Project planning documents
- Evidence of capacity to deliver
- Approvals, permits or permissions
- Requested documents



Attach documents that support the need and benefit of your project (optional)

Attach a file: Browse...

This may include survey results, needs analysis or photographs of the current situation.

Application Form

4 Budget:

A complete and balanced project budget:

- Income must match expenditure
- Provide TOTAL project budget
- Consider co-funding requirements
- List all income sources
- Clear what is in-kind
- Make sure all items are eligible
- Quotes for single items over \$500

Sample Project Details and Budget

Project: Facility Upgrade

Total program cost **\$73,600**

Council grant request **\$18,000**

Income (Sample only)	\$	Expenditure (Sample only)	\$
Council grant	18,000	Electrical services	6,000
State government Grant	36,000	Building contractor	35,000
Own funds	9,000	Plumbing	8,000
Sponsorship	5,000	Building materials	12,200
Donation	2,000	Carpentry labour	5,000
Discount from suppliers	1,200	Plastering	5,000
Volunteer labour (55.5 hrs @ \$43.30 per hr)	2,400	In-kind Labour	2,400
Total	\$73,600	Total	\$73,600

Activity 2: Have you been listening?

4

Budget:

Can you find the mistakes?

Project Budget

Project: ABC Business Precinct Activation Event

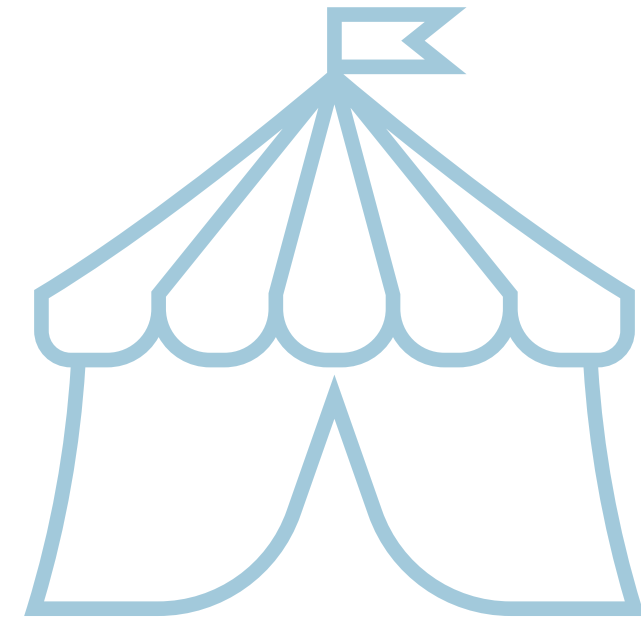
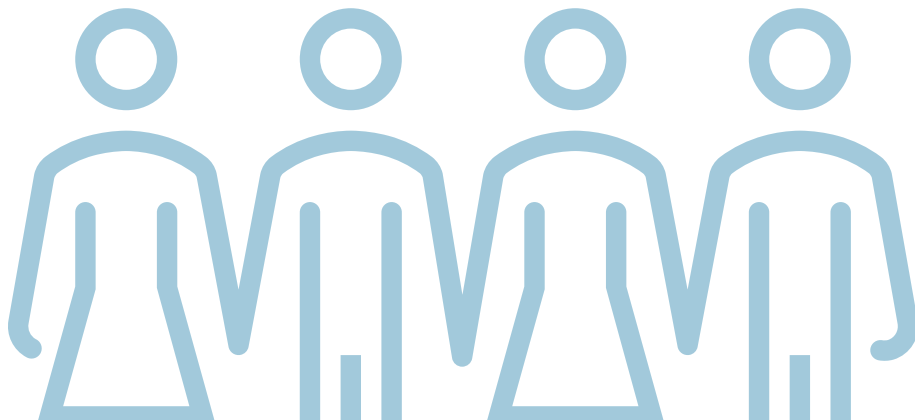
Total project cost **\$28,824.00**

Council grant request **\$16,500.00**

Income	\$	Expenditure	\$
Council grant	16,500	Marketing Plan	4,000
Volunteer Hours 130 hrs @ \$50*	6,500	Volunteer Hours	6,500
In Kind	2,000	Presenter/MC	3,800
Ticket Sales @ \$45 pp.	4,500	Marquee Hire	1,299
		Catering/Beverages	1,760
		Stage Hire	2,500
		Portable Toilet Hire	660
		Event Planner	2,000
		AV Hire	1,500
		Seating Hire	960
		Temporary Fencing	2,000
		Welcome to Country	400
		Live Entertainment	350
		Event Permit	350
		Promotional Material	745
Total	\$29,500.00	Total	\$ 28,824.00

Community Events

- Notification Date
- Eligible Items
- Insurance
- Permits
- Events in Queensland Best Practice Guidelines



Assessment Criteria and Process

Assessment Criteria:

- Need for the project/activity/event
- Benefit to the people of the SCLGA
- Evidence of consultation and community partnerships
- Strength of alignment with Council's priorities
- Capacity of applicant to successfully complete project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project.
- Evidence the organisation has inclusive participation policies and practices
- Evidence the organisation is working towards or maintaining self-sufficiency.

Assessment Process:

1. **Pre-assessment**
 - Eligibility
2. **Panel Assessment**
 - Category Priorities
 - Assessment Criteria
3. **CEO Endorsement**



After Notification

Project Delivery:

- Accept the Funding Agreement
- Remember the funding agreement conditions
- Acknowledge the funder
- Collect information/receipts to acquit and report.

Financial Acquittal and Reporting Outcomes:

Acquittal includes:

- All receipts to accurately account for spending
- Your stories
- Outputs, outcomes, lessons learned.

If you do not acquit?

- If you are successful in a future grant application, you will not receive the funding until you have met all your acquittals.

Top 10 Tips for Grant Writing Success

1. Get organised and develop a project plan.
2. Research your project
3. Identify potential funding sources
4. Know your funder
5. Be clear and concise
6. Tell your story
7. Support your application
8. Prepare a detailed budget
9. Don't leave it to last minute
10. Get feedback (if unsuccessful)

Thanks for your time



sunshinecoast.qld.gov.au