

Grant Writing Workshop

July 2025



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?

- Understanding Grants
- Project Planning
- Other Funding Sources
- Council's Major and Minor Grants
- Questions

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:

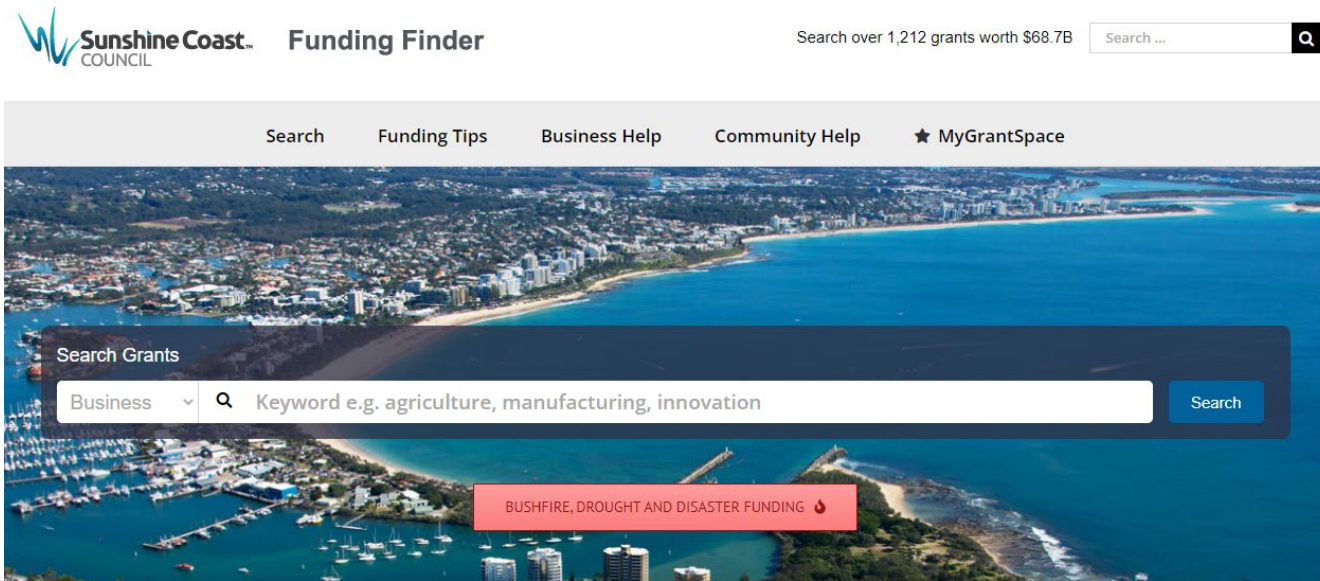
- Connect with experts for advice or networking opportunities.
- Research similar projects and learn from their experiences.
- Gather community support: endorsements, local statistics or research.

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 entities
- Businesses
- Individuals
- School Parent and Citizens' (P&C) associations
- Educational, religious or medical organisations, when applying for their core business activities

Auspicing:

If a community group isn't eligible to apply for a grant on its own, it can still access funding by partnering with an eligible organisation.

The eligible organisation (the auspice) takes legal and financial responsibility for the grant. They make sure the money is used properly, and the project meets the grant conditions.

The auspicing organisation is responsible for:

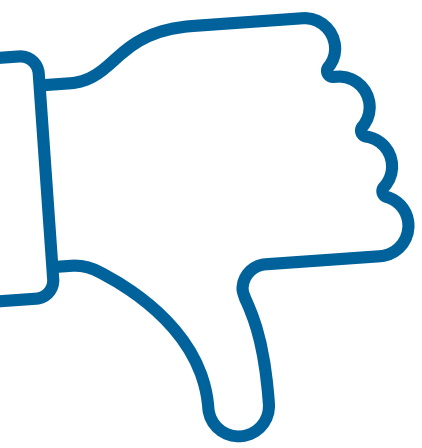
- Receiving and managing the grant funds
- Overseeing the project
- Making sure the final report (acquittal) is submitted on time
- Signing off on the acquittal

Major and Minor Grants

Overview:

- Same categories, priorities and assessment criteria
- Competitive
- Two Majors and one Minor round each year
- For grants over \$7500 co-funding requirements apply.

GRANT	OPEN	CLOSE	REQUEST AMOUNT	NOTIFICATION
Major Grants	14 July 2025	25 August 2025	<ul style="list-style-type: none">- Up to \$30,000 for infrastructure projects only- Up to \$15,000 for all other projects	6-8 weeks from closing date
Minor Grants	22 September 2025	27 October 2025	<ul style="list-style-type: none">- Up to \$3000	6 weeks from closing date



Projects Not Eligible for Funding

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

Co-Funding

Funding Requested	Minimum Total Project Cost	Minimum Co-Funding Required	Volunteer Hours Allowed
Up to \$7500	No requirement	None	N/A
\$7501 - \$15,000	50% of total project costs from other sources	50%	Up to 50% of co-funding (excluding Community Facilities Category)
\$15,001 to \$30,000	75% of total project costs from other sources	75%	Up to 20% of co-funding

Categories



Community
Development



Community
Facilities



Creative
Development



Cultural
Heritage



Economic
Development



Sport and
Recreation



Community Development

The intent of this category is to support community-led projects, activities and events that contribute to a strong community (as identified in the Community Strategy).

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
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- 



Creative Development

This category supports projects, events and activities that contribute to Council's Creative Arts Plan **vision** for the Sunshine Coast to be alive with arts, culture and creativity and align with the **values** of this plan to be bold, authentic, sustainable, inclusive and connected .

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

This category supports projects, activities and events that document, conserve, promote and make accessible the region's heritage and social history in alignment with Council's Heritage Plan outcomes of knowledge, conservation, support, communication, and advocacy.

What is typically funded in this category?

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

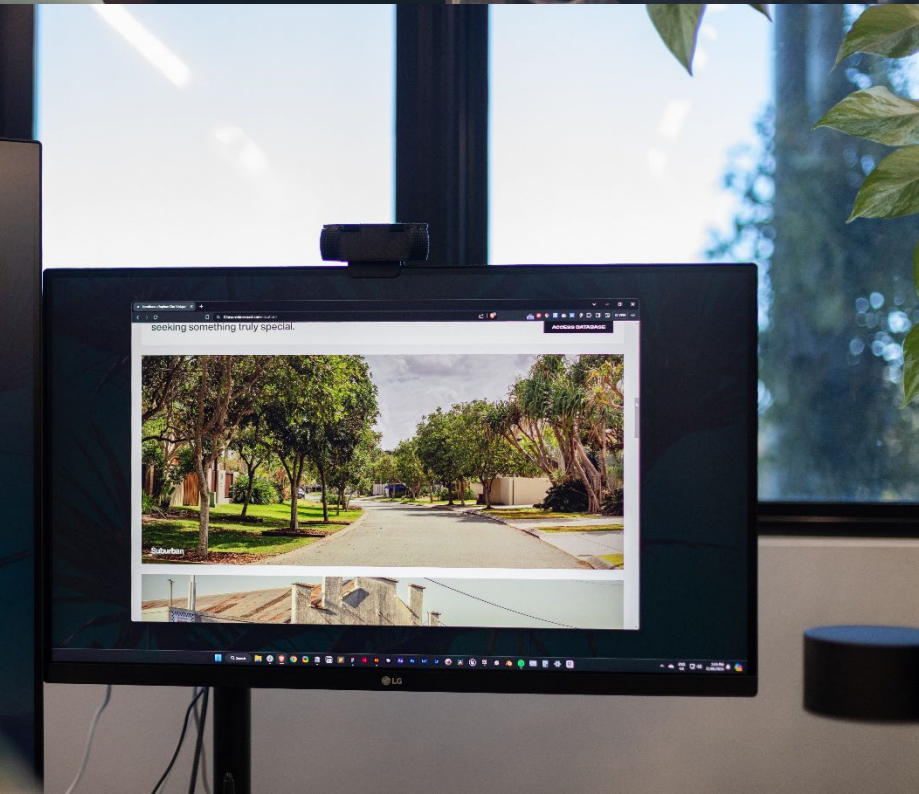


Economic Development

This category supports projects, activities and events that improve the economic performance and prosperity of the Sunshine Coast or a local community. Recipients must be not-for-profit community organisations.

What is typically funded in this category?

- Buy local campaigns
- Networking opportunities that promote shared learning and strengthen connections between businesses
- Industry sector development activities
- Industry sector marketing such as a regional tourism website
- Events that activate a business precinct and / or showcase local businesses





Sport and Recreation

This category supports projects, activities and events that promote participation in sport and recreational pursuits across the Sunshine Coast.

What is typically funded in this category?

- Extra equipment to meet growing demand within a club
- Ground maintenance tools, such as mowers, line-markers, and whipper snippers
- Inclusive activities that provide opportunities for people who may not otherwise participate in sport
- Specialised equipment for individuals with hearing or sight impairments
- “Come and Try” events that encourage community involvement and new participation

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

Activity 2: Project Description

Example 1: The project involves the refurbishment of the existing change rooms at the ABC Football Club on Caloundra Road. The existing facilities are very worn and tired and are causing a number of health and safety issues that need to be rectified.

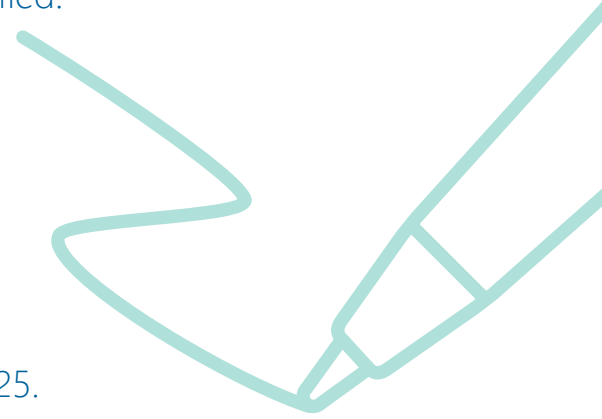
Stage 1 of the refurbishment will include:

- 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
- Replacing toilet basins and tapware

All works will be carried out by a licenced contractor. Approvals are in place, and works will commence in December 2025.

Example 2: ABC Football Club is a non-profit community organisation whose aim is to promote and encourage active participation in football at all levels through our players, coaches and referees. Starting with only 5 players in 1982 we now have over 80 members. Our goal is to keep all age groups fit and active through the promotion of a healthy lifestyle through sport and recreation. This project is imperative as it will assist us to attract more members and become more sustainable. We are a very community minded club that often donates the proceeds from fundraisers to worthwhile community causes.

Example 3: Our project is to upgrade the change rooms at our club, which are old and ugly.



Application Form

1

Project Description: Infrastructure Project

Describe your project/event, i.e. 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 NEED:

The changerooms haven't been updated since the early 1980s and are now old and worn. Visiting teams often complain about their condition.

There are holes in the walls, mould in some areas, and poor drainage. Tiles are coming off, the concrete floor is slippery, and the wet areas aren't properly waterproofed. Some taps are missing, and there are no shower screens for privacy.

With our growing membership and upcoming regional football carnivals, these issues need to be addressed.

Example BENEFIT:

Upgrading the changerooms will make them safer and more comfortable for players and visitors. Fixing plumbing and drainage will improve hygiene, and adding shower screens will give players with more comfort and privacy.

Better facilities will help grow our membership and attract more visiting teams, especially during training, game days, and regional 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:

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 4: Have you been listening?

4

Budget:

Can you find the mistakes?

Items requested:

Marketing Plan, Presenter/MC,
Marquee Hire, Catering and
Beverages, Stage Hire, Toilets, AV
Hire, Seating Hire, Temporary
Fencing

Project Budget

Project: ABC Business Precinct Activation Event

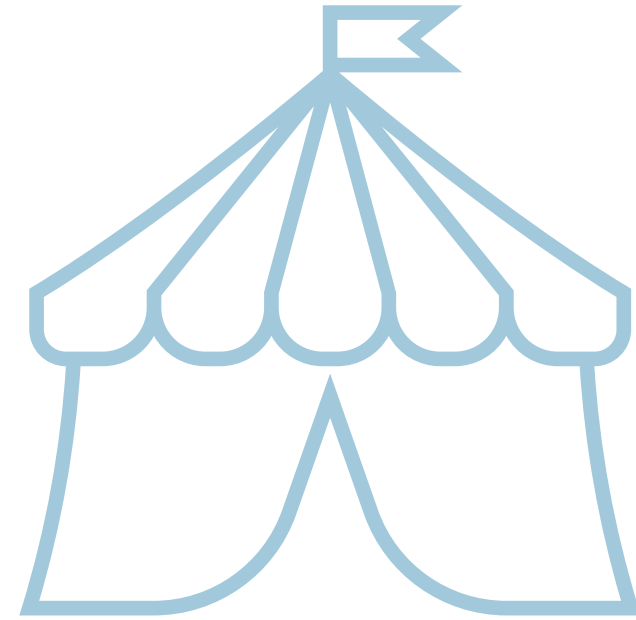
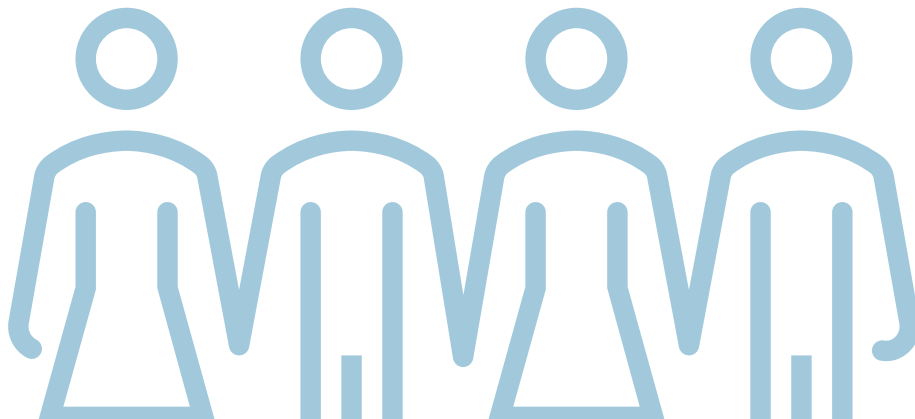
Total project cost **\$28,824.00**

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)

Thank you for your time



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