

# Grant Writing Webinar



## 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.

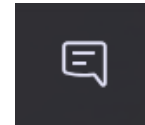
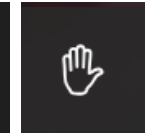
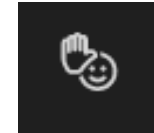
# Housekeeping

Please ensure your microphone is on mute



Activities

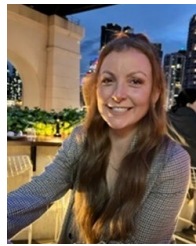
- Raise your hand function
- Conversation Tab



Q&A

Guidelines

# Community Connections and Partnerships Team



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# 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.

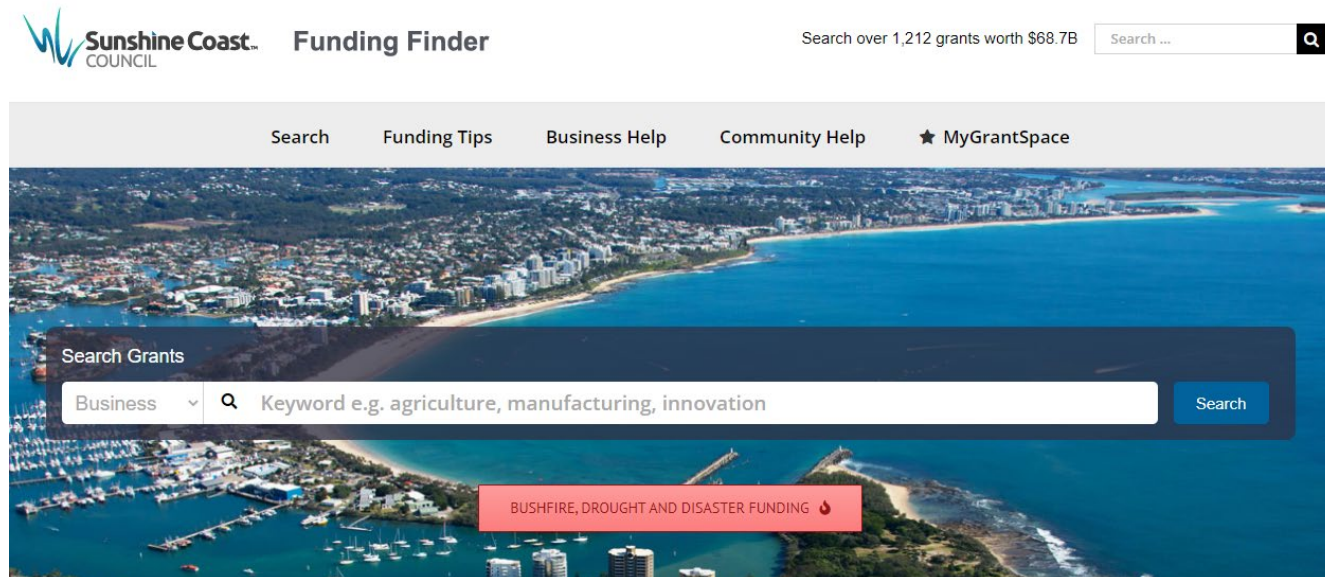
## Special Considerations:

- **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\*
- 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.



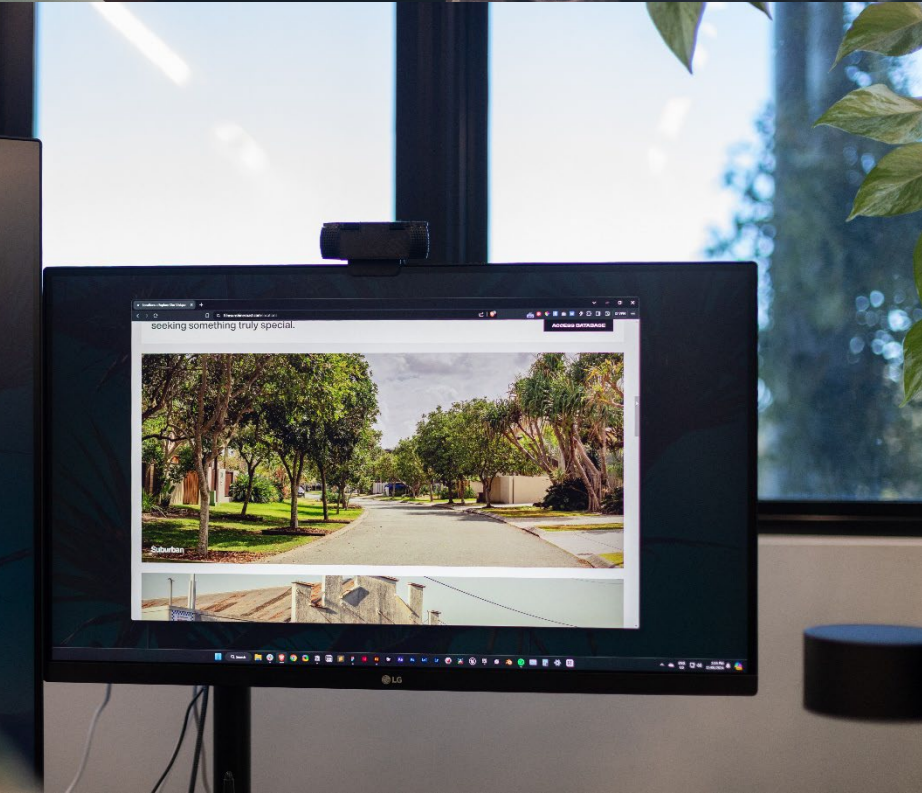


# Economic Development

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**



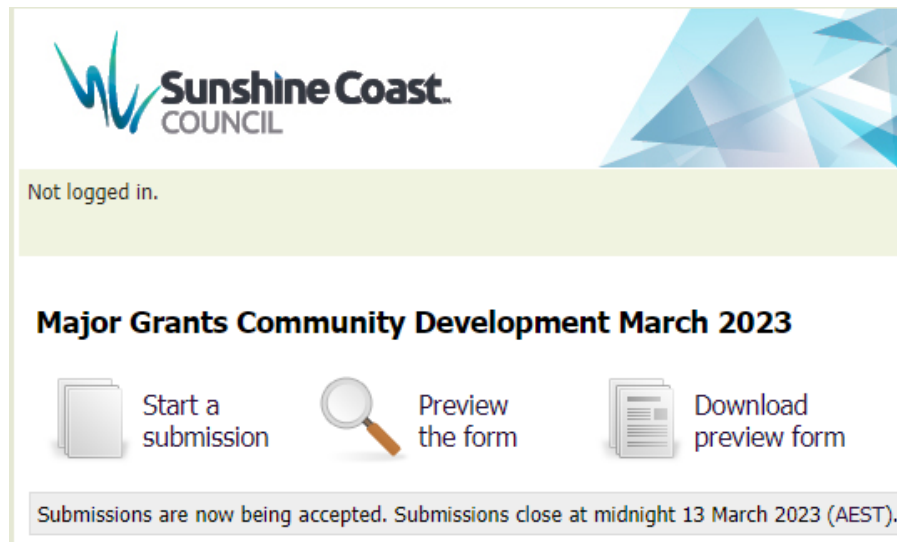
**Economic  
Development**



**Sport and  
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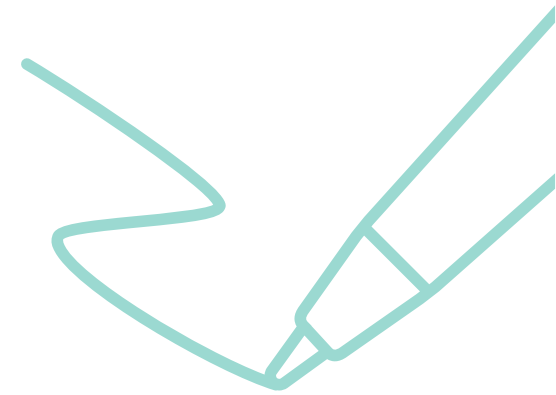
# Start your application



The screenshot shows the Sunshine Coast Council website interface. At the top left is the council's logo. Below it, a green bar indicates the user is 'Not logged in.'. The main heading is 'Major Grants Community Development March 2023'. Underneath, there are three interactive options: 'Start a submission' with a document icon, 'Preview the form' with a magnifying glass icon, and 'Download preview form' with a document icon. At the bottom of the section, a grey bar contains the text: 'Submissions are now being accepted. Submissions close at midnight 13 March 2023 (AEST)'.

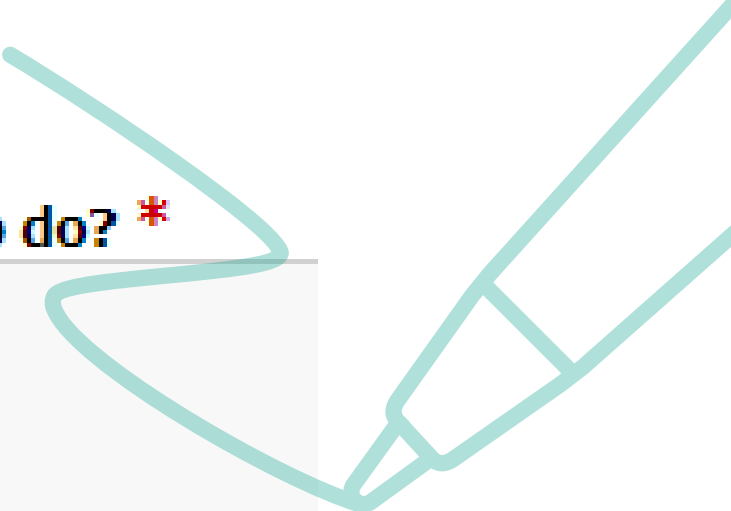
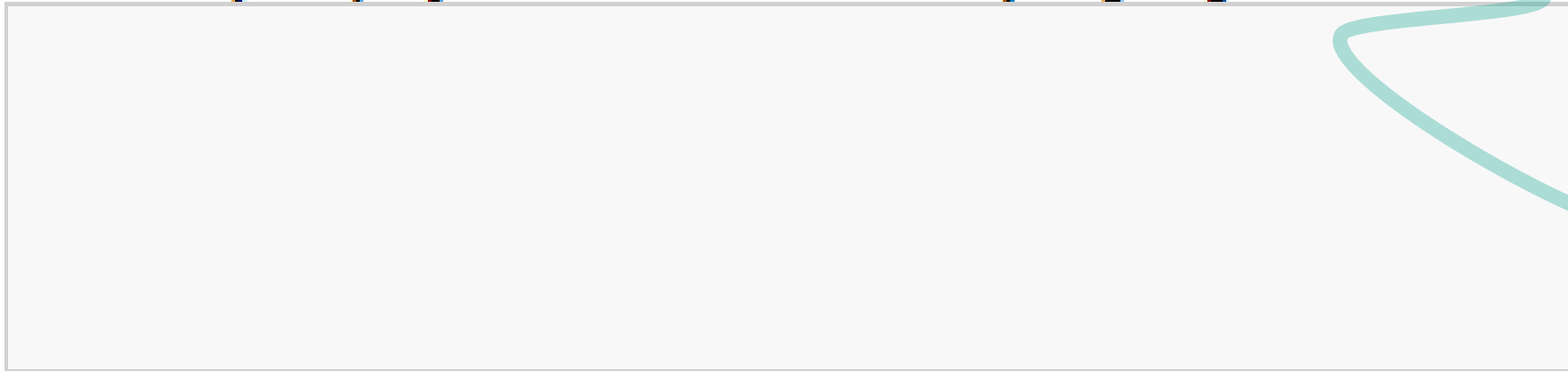
## The Application Form

- Project Description
- Need and Benefit
- Supporting Evidence
- Budget



# Project Description

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



Word count:

ie. What, where, who and how. Please limit your answer to 250 words.

# 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 tap ware.

All works will be carried out by a licenced contractor. Approvals are in place, and works will commence in July 2016.




# 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.

# Which would you choose?



## Example 1


The project involves the refurbishment of the existing change rooms at the ABC Football Club on Caloundra Road.

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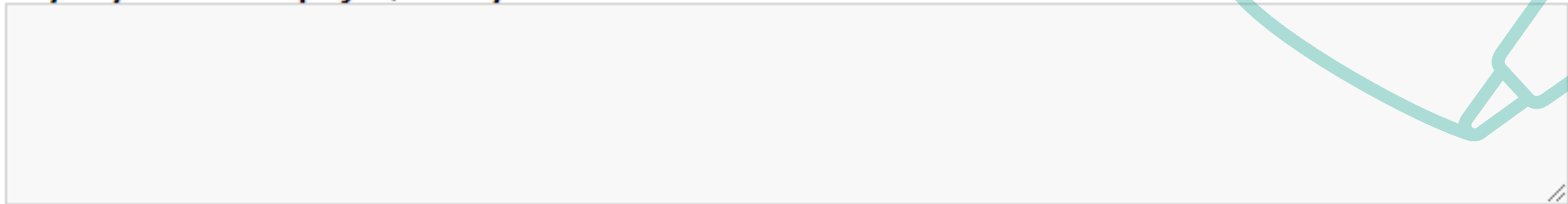


## Example 3

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

# Need and Benefit (the Why)

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



Word count: 0 words

What is the genuine **community need and benefit** of this project? What challenges are you facing? What research, facts or figures can you provide? Please limit your answer to 200 words.

# Activity 3

## Need and Benefit

1. The exposed concrete floor poses a major slip and health hazard to users.
2. All the other clubs have nicer change rooms than ours.
3. Club membership is steadily growing and we have been successful in hosting several regional carnivals later this year.
4. The club was established in 1968 and is the pinnacle club on the Sunshine Coast.
5. The tiles are lifting and the insufficient drainage makes perfect conditions for mould to grow quickly. This is a health and safety issue, and places a high demand on the volunteers who clean the change rooms.
6. Our club's fields are well maintained.
7. There are no shower screens between showers to allow for privacy.



# Need and Benefit Discussion

1	The exposed concrete floor poses a major slip and health hazard to users.
3	Club membership is steadily growing and we have been successful in hosting several regional carnivals later this year.
5	The tiles are lifting and the insufficient drainage makes perfect conditions for mould to grow quickly. This is a health and safety issue, and places a high demand on the volunteers who clean the change rooms.
7	There are no shower screens between showers to allow for privacy.
6	Our club's fields are well maintained.
2	All the other clubs have nicer change rooms than ours.
4	The club was established in 1968 and is the pinnacle club on the Sunshine Coast.

# 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.

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# Project Budget

## Sample Project Details and Budget

Project: Facility Upgrade

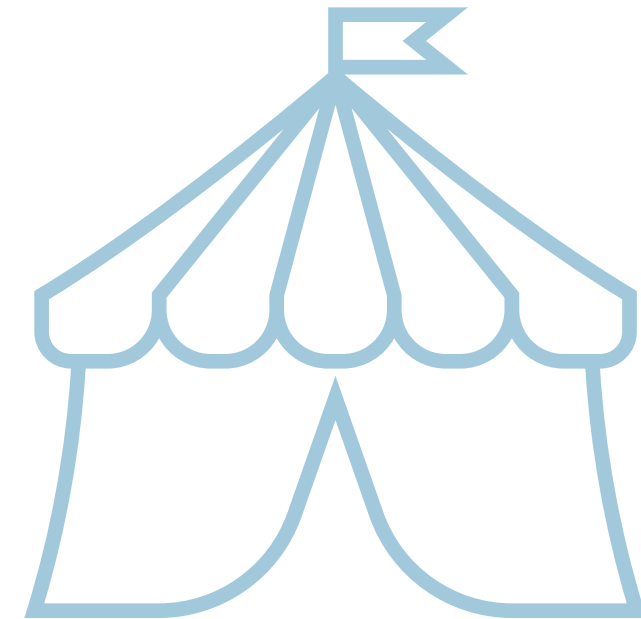
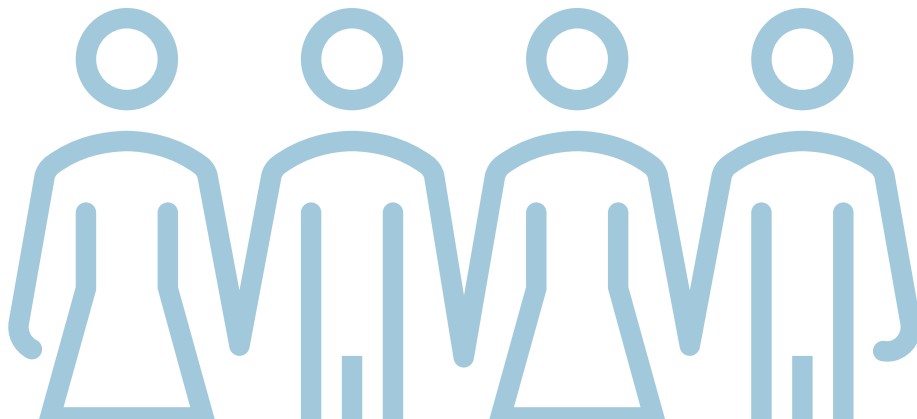
Total program cost **\$73,600**

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
<b>Total</b>	<b>\$73,600</b>	<b>Total</b>	<b>\$73,600</b>

# 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



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