

How to apply for a Government Grant

**Or...Jumping through
Hoops**

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Getting started

- Understand the nature of the grant and what's required
 - Who's offering it
 - What it's expected to achieve
 - Deadlines for submitting
 - Level of involvement required by stakeholders
 - The time required to do the job right!

Understand the Grant

- When you get your application kit, make sure it includes:
 - A clear statement of the programs objectives
 - All the criteria that your application will be assessed against, and their ranking
 - A listing of any additional inclusions, e.g.. Certificate of Incorporation, etc
 - Details of who to contact at the Funding body and how they can help you
 - Closing dates and even an overview of the final approval process

What else?

- Do you understand *all* the steps in the process?
- Do you have to submit an EOI?
- Sign an MOU?
- Prepare progress reports?
- Understand the jargon!

Build ongoing support

- Develop a communications strategy
- Use PR
- Keep all stakeholders fully informed of progress AND issues that arise



Establish a planning Committee

- Ensure all stakeholders groups are represented
- It's not a Social Club - members need to have the necessary skills required to complete the application
- Elect a team leader even if the funding program provides a Coordinator or Facilitator
- Hold regular meetings

Good meetings lead to good outcomes

- Set agendas and stick to them
- Be mindful of time
- Read and re-read the grant application at your first meeting
- Use the application as your reference point at all meetings

The Planning Committee needs to:

- Discuss and understand the terms of reference in the application, e.g.. funding criteria
- Set SMART priorities
- Assign tasks, e.g.. community surveys, market research

Finding out 'how to' find out



- Do you really know what your organisation wants to achieve?
- Have you identified your 'critical reference' group?
- Do you know what you really need to find out?
- Do you know what you *don't know* about your organisation and its capabilities?

Have you worked out the questions you need to ask?

- Have you worked out a strategy to get the answers?
 - Written surveys (who's going to distribute, collect and analyze?)
 - Public Meetings?
 - Community services audit?
 - Telephone surveys?
 - Traffic counts?
 - Interviews with key people?

When you're doing your research

- Remember to:
 - Cast as wide a net as possible
 - Consider what else is going on in your community
 - Look for conflicts of interest
 - Look for service overlaps
 - Let people know WHY you're asking questions
 - Be polite and get extra help if you need it!

What does it all mean?

- Prepare concise reports include facts and figures
- Did you get all the answers you needed to meet criteria?
- Analyse and discuss your research finding at your planning meetings
- Communicate your findings – keep everyone in the loop!

The hard work begins...

- Collect and organize the information you have gathered in a logical straightforward way
- Understand the why's and where-fore's of the actual application

Application details

- The name of the applicant organisation
- Its address and contact details
- Its Membership structure
- Details of its legal status, e.g. NPO, cooperative, incorporated organization, etc.
- Evidence of management capability to take on the project

What do you want the funding for?

- Provide evidence to support:
 - Identified demand
 - Target groups
 - Relationship to the Programs aims and objectives
 - Proposed Activities linked to milestones for achievement
 - Expected benefits to the organisation

The financials...

- How much money are you looking for?
- Over what period of time?
- Have you prepared your budget?
- Can you prepare a quarterly, half-yearly or annual expenditure statement?
- Have you prepared a management plan for your project?

The basics of submitting your application:

- Allow sufficient time for the task
- Include supporting documentation
- Answer all sections and questions as accurately and carefully as possible
- Pay attention to detail
- Make sure your application is neat and easy to read & complies with requirements
- Meet all deadlines

Managing Expectation!

- Find out when the funding panel will meet
- Try to determine length of time before you can expect to hear results



In conclusion...



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Thank you for your attention!

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