



# Grant Writing Workshop

February 2023



# FIRST NATIONS PARTNERSHIPS

CONNECTION | LISTENING  
STORY | COMMUNITY

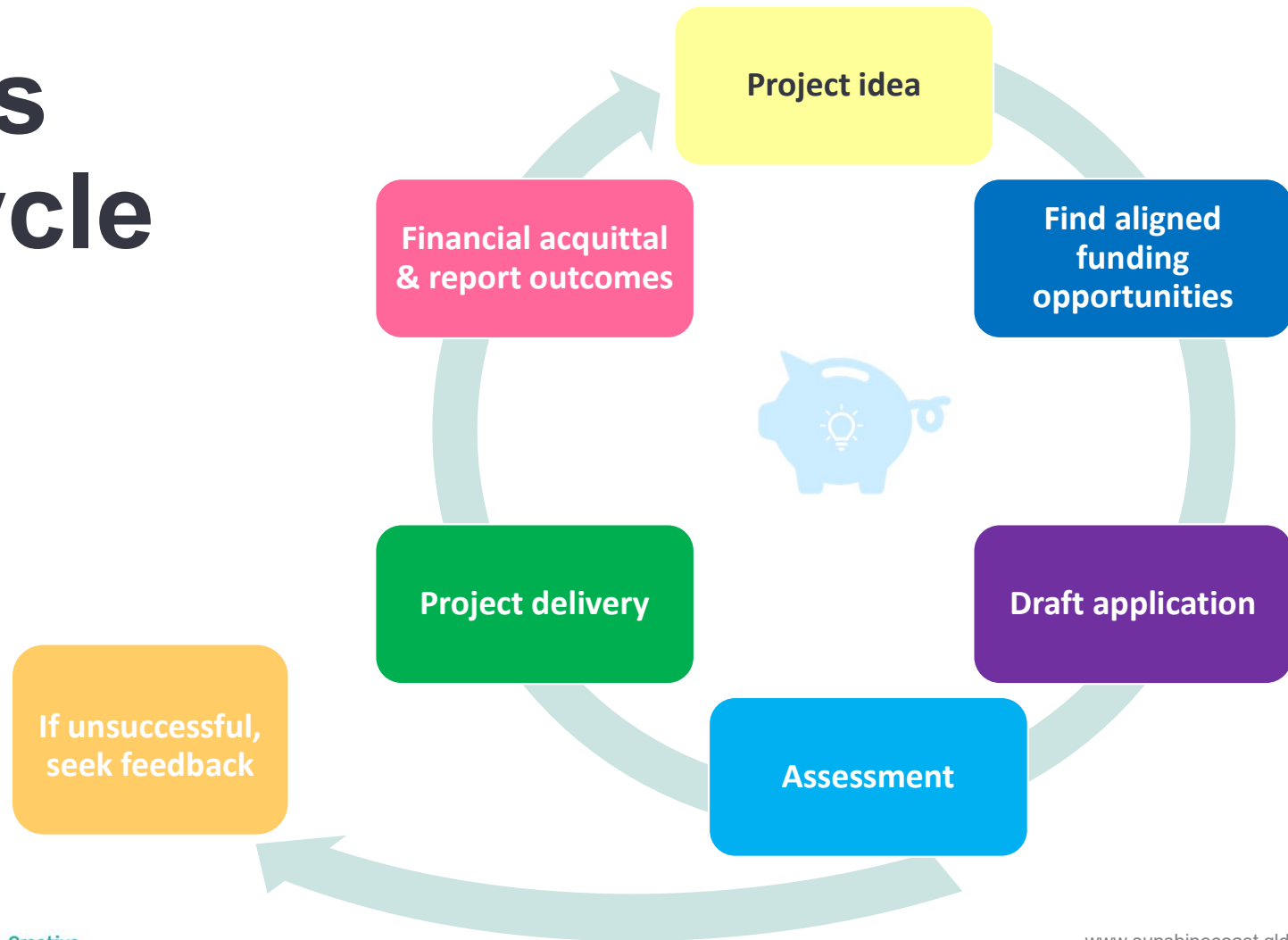
 **Sunshine Coast** COUNCIL | Our region.  
**Healthy. Smart. Creative.**



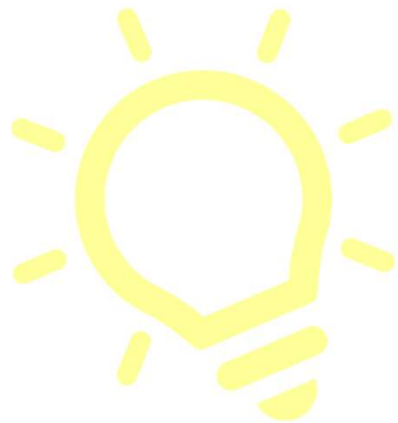
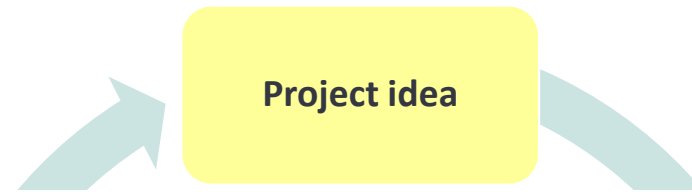
# What will we cover today?

- The grants life cycle – Understanding the grants process
- Community Grants Program - Major and Minor Grants
- Communicating your project to a funding panel
- Our top tips for grant writing success
- Questions

# Grants life cycle

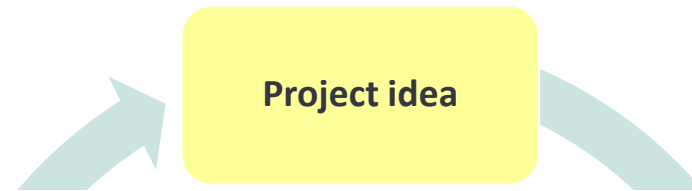


# Grants life cycle



1. **Define** the problem
2. **Design** the solution
3. **Plan** the action

# Grants life cycle

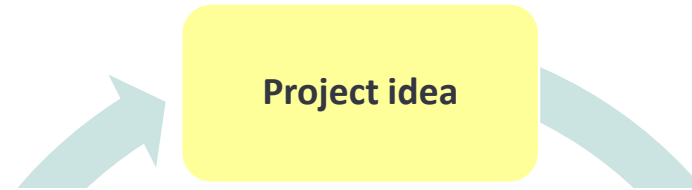


## Plan the action...

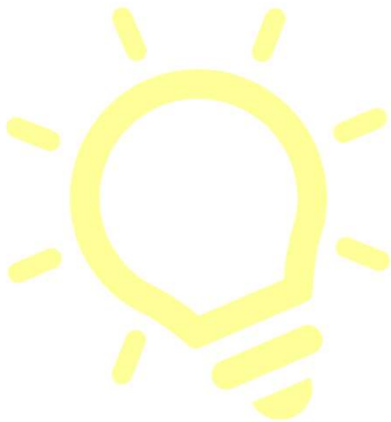
- Who** is involved in the project?
- What** are you proposing to do?
- What costs** are involved?
- When** are the key dates and milestones?
- Where** are the main activities happening?
- Why** is this the best solution?
- How** are you going to achieve this?
- How** will you measure success?



# Grants life cycle



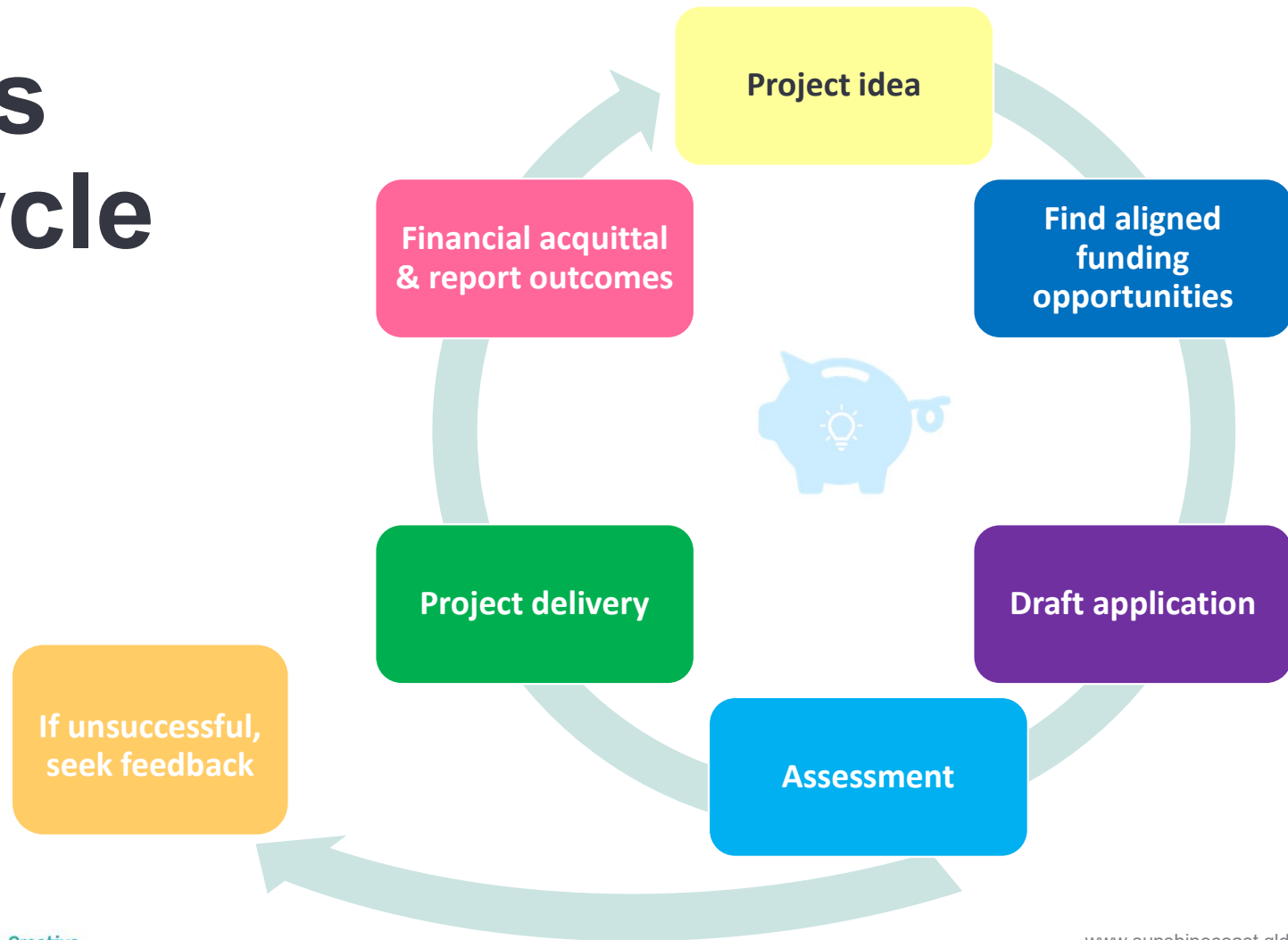
## Planning in more detail



- ❖ **Connect** with experts in the field
- ❖ **Learn** from others that have completed similar projects
- ❖ **Consult** with your community
- ❖ **Gather** evidence
- ❖ **Consider** other project impacts
- ❖ **Gather** any necessary permissions, permits or approvals



# Grants life cycle



# Grants life cycle

List income sources



List expenses

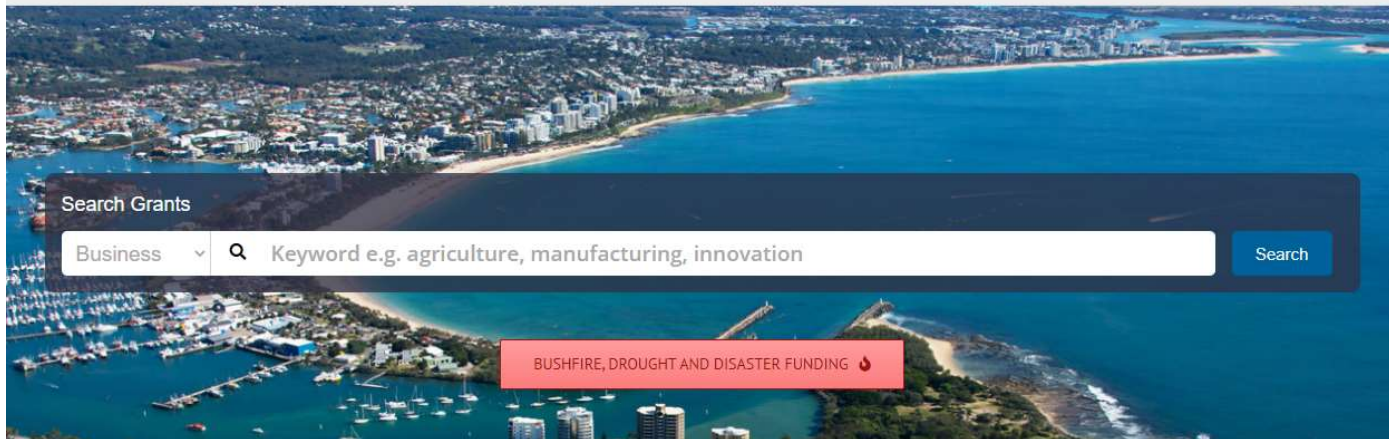
List project outcomes





List funders priorities




# Grants life cycle



Search Grants

Business   Keyword e.g. agriculture, manufacturing, innovation [Search](#)

BUSHFIRE, DROUGHT AND DISASTER FUNDING 



Find aligned  
funding  
opportunities

# Grants life cycle



Find aligned  
funding  
opportunities

List income sources



List expenses

List project outcomes



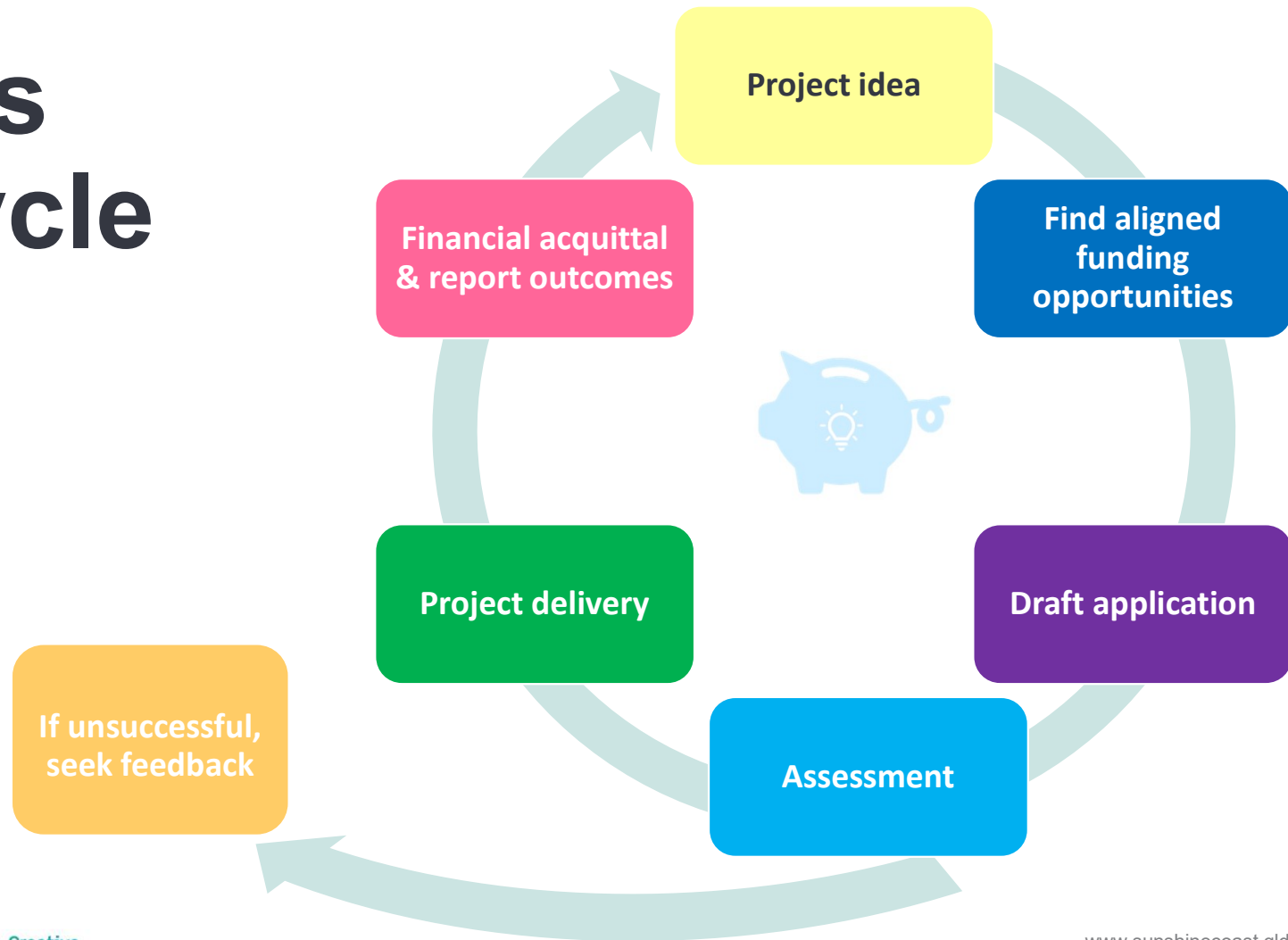
List funders priorities

Search for funding opportunities that **match** the organisation and project's aspirations and values

# Grants life cycle



# Grants life cycle



# Grants life cycle

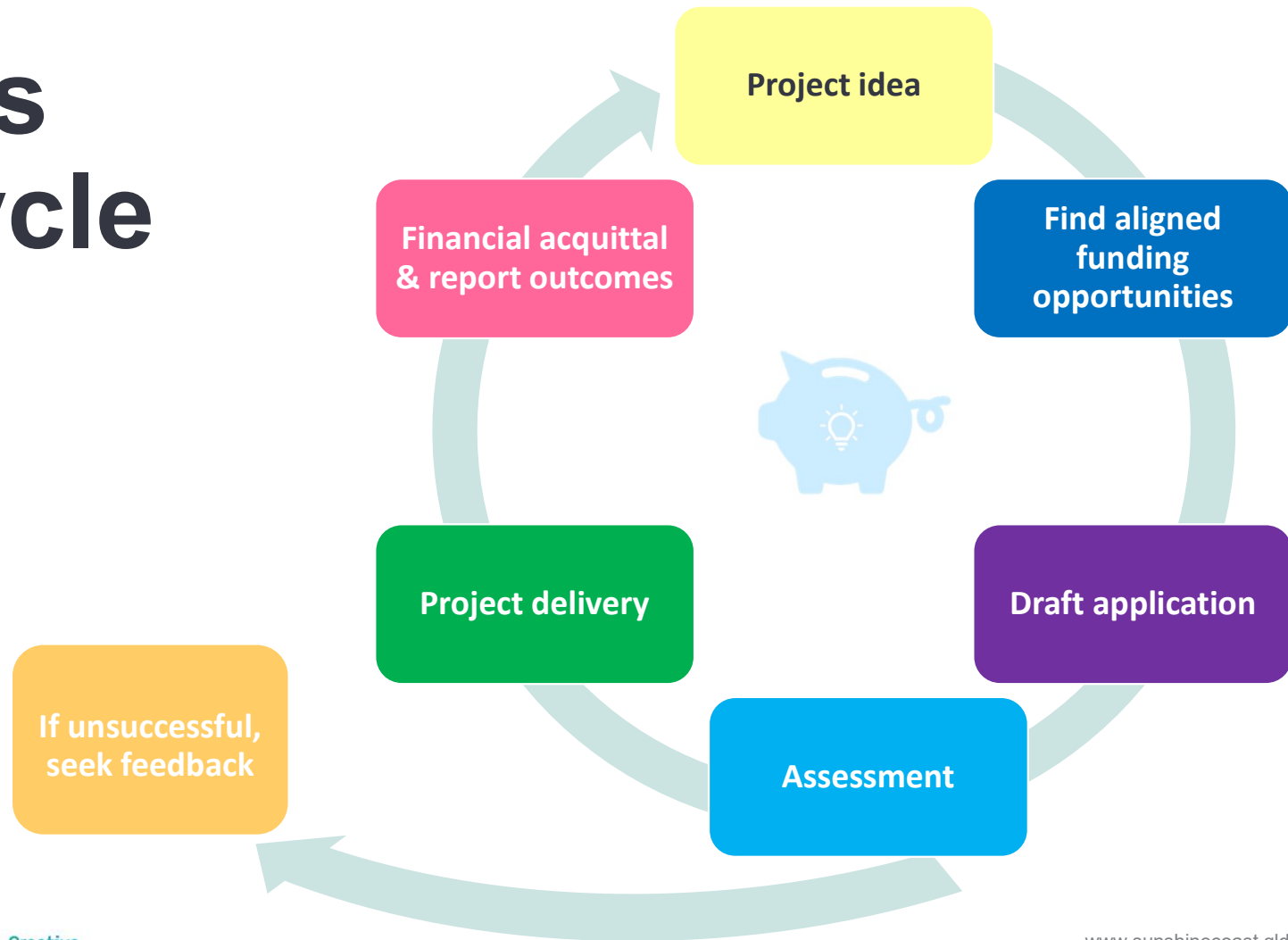
## Communicate:

- What the project is
- What the project will achieve
- What the grant will buy
- What the grant money will achieve
- How your organisation's project matches this funding opportunity
- Support your application with evidence



Draft application

# Grants life cycle





# Grants life cycle

## **Assessment process** at Sunshine Coast Council

- ✓ Pre-assessment
- ✓ Full assessment by panels, including category experts
- ✓ Part-funding may be offered
- ✓ Panel recommendations in the Community Grants Program are reported to the CEO or delegate for endorsement



Assessment

# Grants life cycle

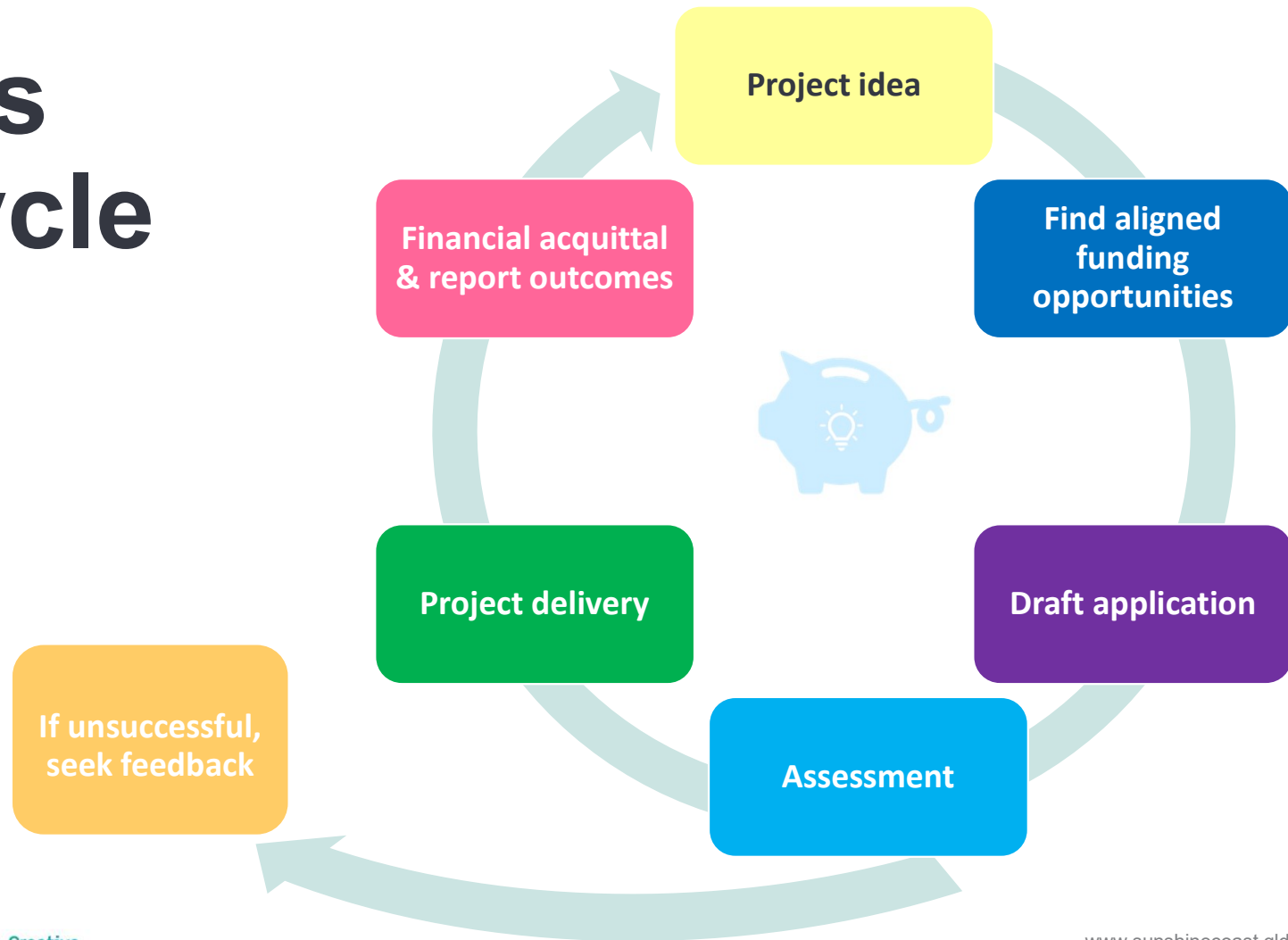


**Feedback** is an opportunity to understand:

- How the assessment process worked
- What you could do differently next time
- Whether the project was a good match or better matched elsewhere
- How to refine the project idea & future applications



# Grants life cycle



# Grants life cycle

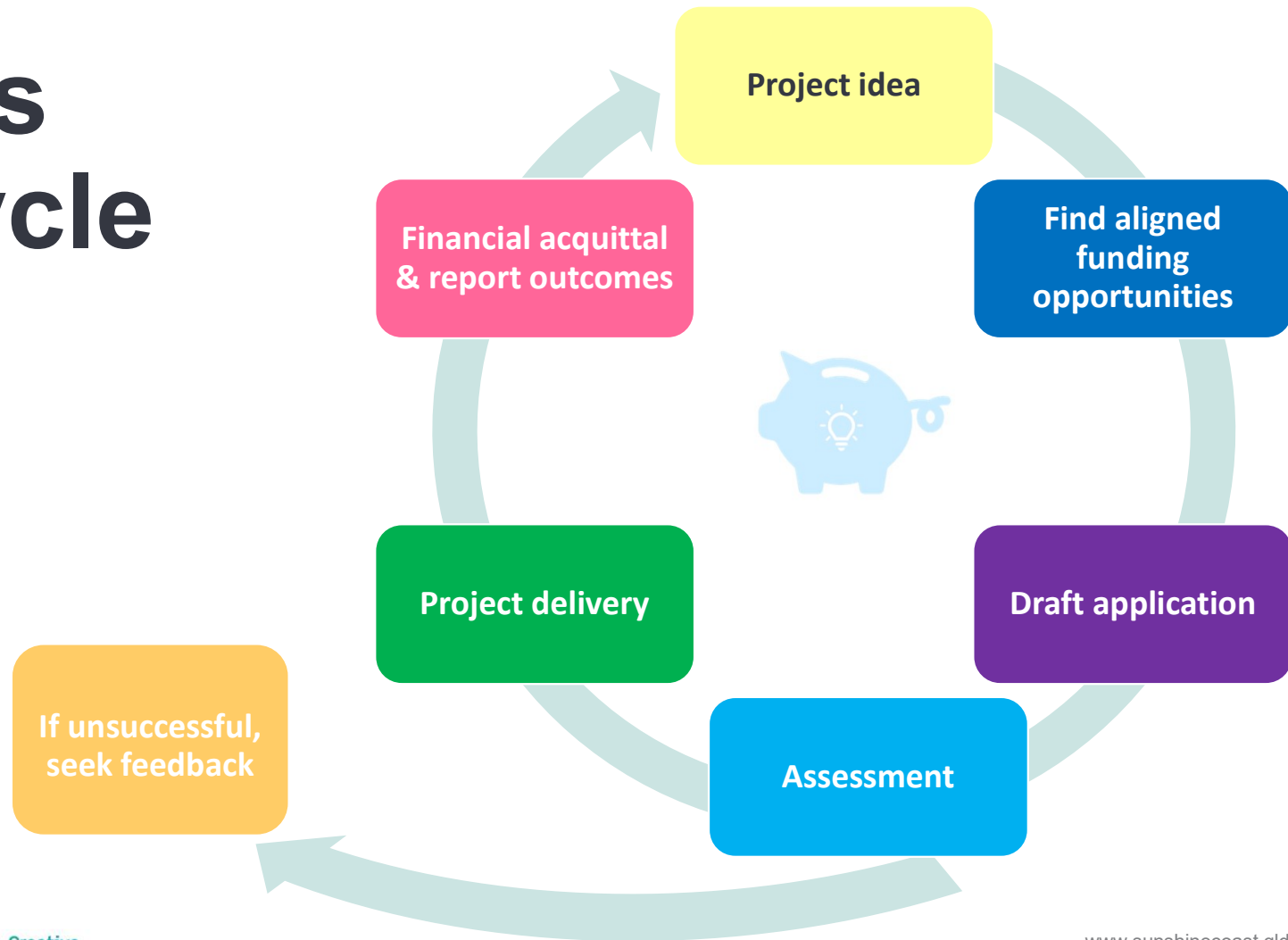
- Remember the funding agreement conditions
- Acknowledge the funder
- Collaborate to maximise impact
- Collect to acquit and report



**Grants  
life cycle**

**Variations?**

# Grants life cycle



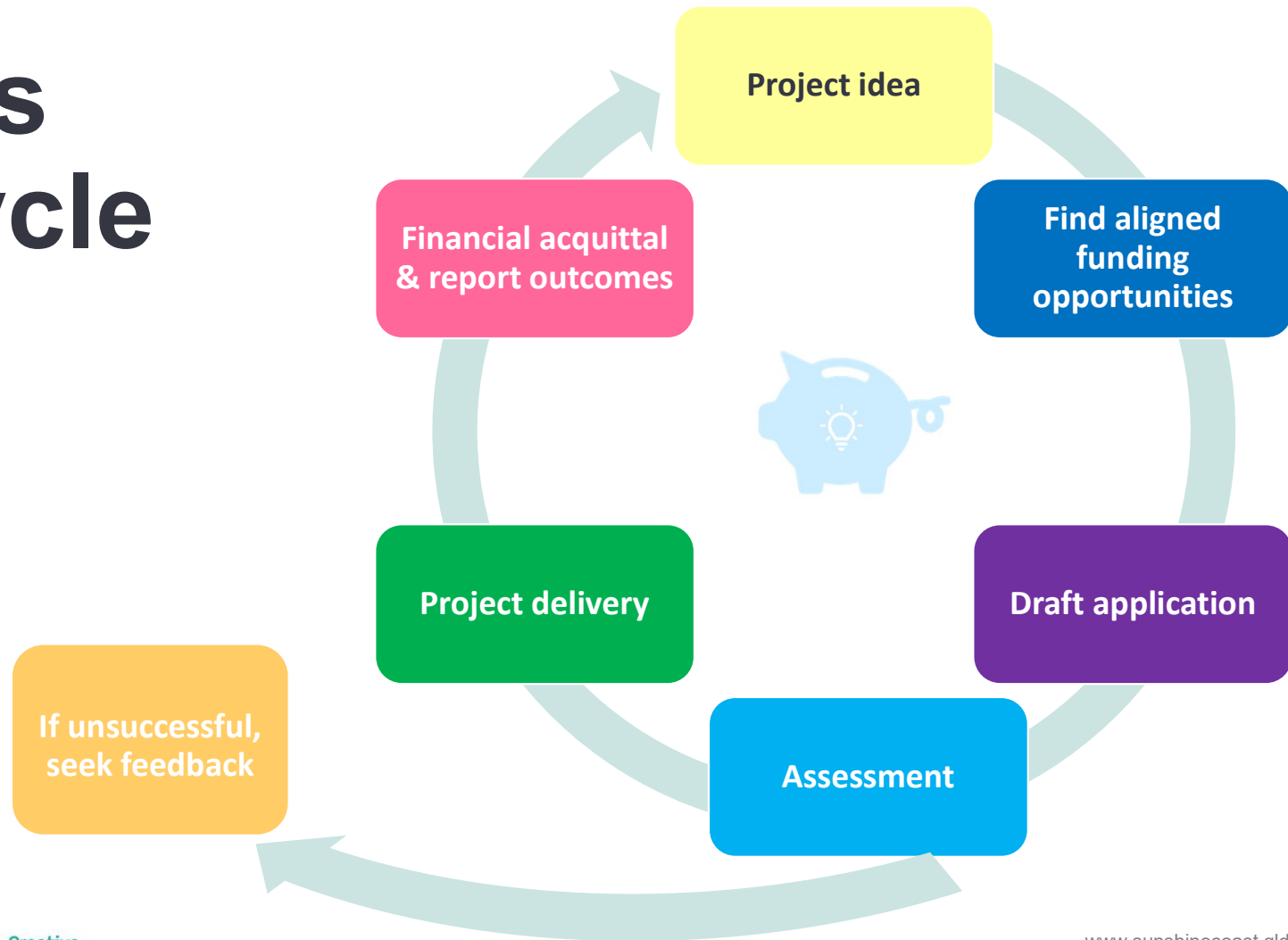
# Grants life cycle



## Acquittals include:

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

# Grants life cycle





## Grants and funding

[Share](#) [Print](#)

Council offers a range of grants and funding for community projects and artistic development.

To receive information about upcoming grants and funding opportunities, [sign up](#) to our Grants and Funding eNews.



### Grants programs

Summary of council's current funding opportunities



### Help and resources

Information on how grants work, application writing tips, workshops and other funding opportunities



### Funding outcomes

Check out council grant funded projects and organisations to see the community benefit this funding delivers

# Major and Minor Grants

Support not-for-profit groups to deliver one-off projects, events and activities with broad community benefit.

GRANT	OPEN	CLOSE	REQUEST AMOUNT	NOTIFICATION
Major Grants	1 February 2023	13 March 2023	- 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

*\*Co-funding amounts apply.*

# Major & Minor Grants Guidelines Overview

- **Eligibility**
  - Who can and can't apply?
  - What is and isn't eligible for funding?
  - Auspicing
  - Co-funding
- **Assessment Criteria**
- **Categories**

## Who can apply?

- Not-for-profit community organisations that operate within the SCLGA or can demonstrate the project or program will benefit residents of the SCLGA.
- If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be **auspiced** and administered by such a group.



# What is auspicing?

Auspicing means that an organisation that is recognised by the Australian Taxation Office as a not-for-profit type, or which has a legal not-for-profit status, **takes responsibility** for ensuring the funds are used as specified in the grant allocation.

An auspicing 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



## Who cannot apply?



- Government\*
- Businesses
- Individuals

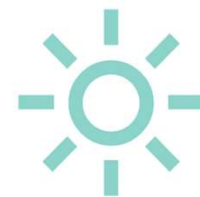
\* *P&C associations are **not eligible**.*

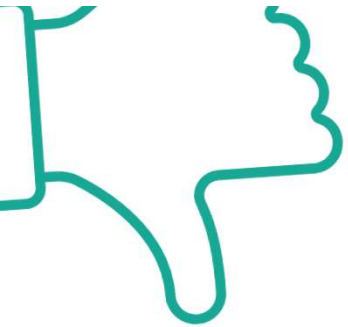
# Projects eligible for funding

Applications must:

- demonstrate a purpose that is in the public interest, with significant community need and benefit
- demonstrate strong alignment with council's priorities as described in corporate strategies, plans or policy positions

*To be eligible for event funding, events must be scheduled to take place after notification of funding outcomes.*





## 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 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

*In-kind:* Up to 20% of the co-funding requirement can be volunteer hours, valued at no more than \$43.30p/h.

## Example co-funding table

Amount requested from council	Co-funding requirement	Minimum total project cost
\$7500	\$0	\$7500
\$15,000	\$15,000	\$30,000
\$30,000	\$90,000	\$120,000

## 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.

# Categories



Community  
Development



Community  
Facilities



Creative  
Development



Cultural  
Heritage



Economic  
Development



Sport and  
Recreation

# Community Development



*Image: Thai Community Of Sunshine Coast Association Inc. Loy Krathong 2021. Image Supplied.*

## What is funded in this category?

- Event costs for free multicultural festival e.g., staging, audio visual, performers, traffic, promotion
- Website development for new group providing services for people experiencing homelessness
- First Aid training for Mens Shed members
- Workshop costs for youth engagement project
- Volunteer resources for community hall e.g, mower, fridge, AV equipment, composting bins, laptop
- Consultant fees to develop a strategic plan, marketing strategy or waste minimisation plan

# Community Facilities



*Image: Playgroup Queensland Ltd. Maintenance & Risk Management Community Hub Project at Mons. Image Supplied.*

## What is 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.



## Works on land or buildings

- Focus is on supporting projects that are ready to get started and be successfully completed, and that inject money into the local economy
- Include evidence of all required consents, approvals and secured co-funding
- Owners Consent is required for all projects, building or construction works on Council owned or controlled land
- Written permission for the works from the property owner is required where the land is not Council owned or controlled
- The development of private land is not eligible for funding
- All works on land or buildings must be undertaken in accordance with council's development approvals.

# Creative Development



*Image: Sunshine Coast Chamber Music Festival Ltd.  
Sunshine Coast Chamber Music Festival. Image Supplied.*

## What is funded in this category?

- Program of events to activate a creative space
- Creative experience that engages broader community
- Free or low-cost arts festival, music concert or theatre performance
- Capacity building activity for a creative group.



# Cultural Heritage



*Image: Landsborough Museum. Photographer: Barry Alsop.*

## What is funded in this category?

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

# Economic Development



*Image: Sunshine Coast Chambers of Commerce Alliance Inc. Sunshine Coast Small Business Breakfast 2020. Image Supplied.*

## What is 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.

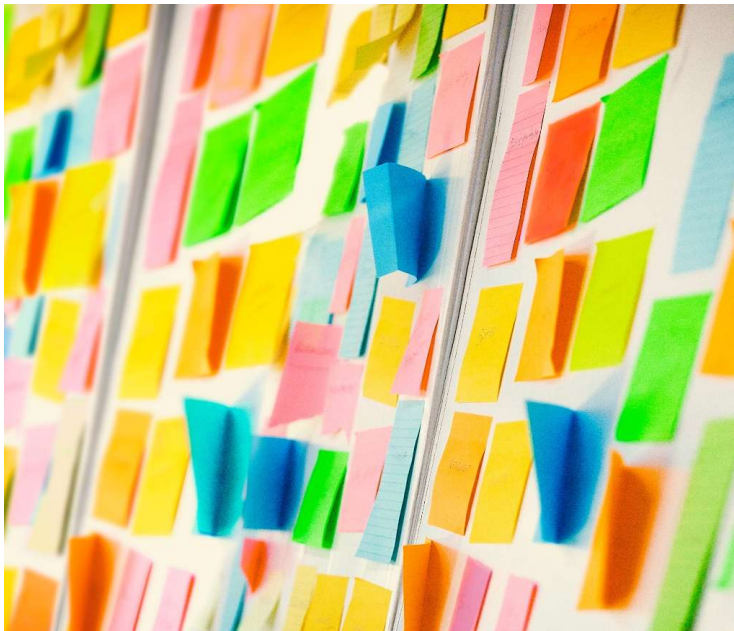
# Sport and Recreation



## What is funded in this category?

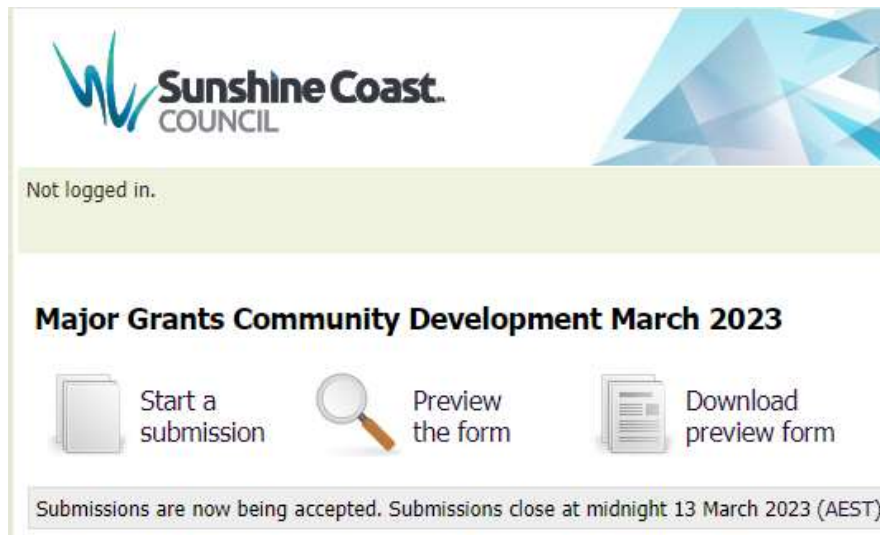
- Extra equipment to service an expanding need within a club
- Mowers, line-markers and whipper snippers
- Activities providing opportunities for people who otherwise wouldn't participate in sport
- Special equipment for individuals with hearing or sight impairments
- Come and try events.

## Activity: Which category?



- Community Development
- Community Facilities
- Creative Development
- Cultural Heritage
- Economic Development
- Sport and Recreation.

# The application form

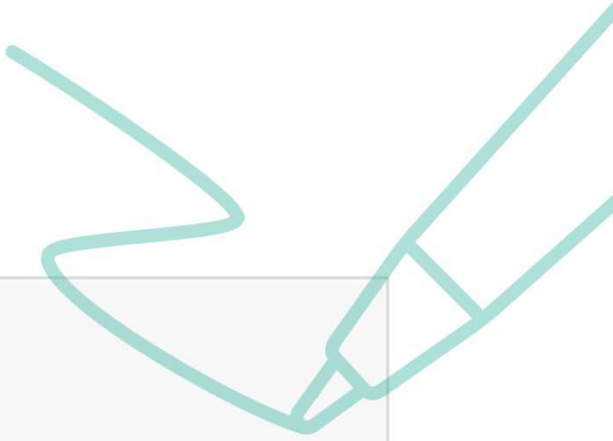
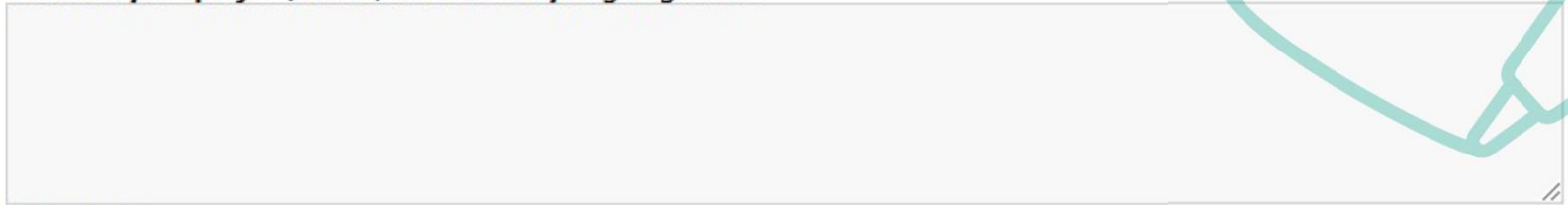


The screenshot shows the Sunshine Coast Council website interface. At the top left is the council logo with the text "Sunshine Coast COUNCIL". Below the logo, it says "Not logged in." in a light green bar. The main heading is "Major Grants Community Development March 2023". Below this heading are three buttons: "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 screenshot, a grey bar contains the text: "Submissions are now being accepted. Submissions close at midnight 13 March 2023 (AEST)."

1. Project description
2. Need and benefit
3. Supporting evidence
4. Budget

# Activity 1: 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.

# Example 1

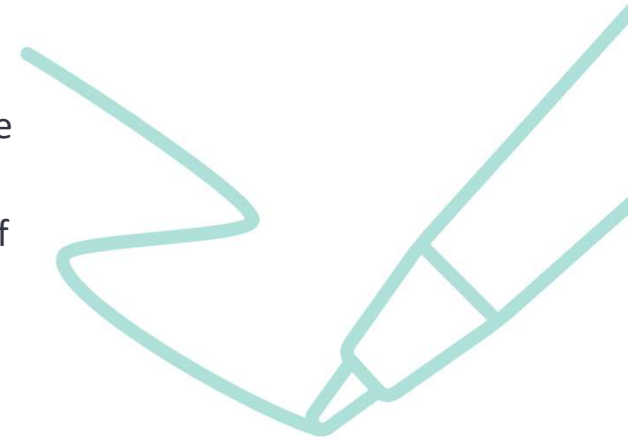
The project involves the refurbishment of the existing change rooms at the ABC Football Club on Caloundra Road.

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:

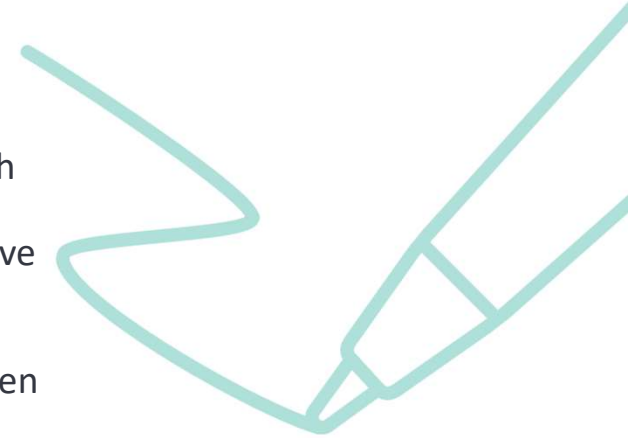
- Waterproofing, re-tiling and grouting with anti-mould additive
- Replacing all old tap ware in showers and fitting privacy screens in showers
- Plastering and re-patching of walls with moisture resistant paint
- Refitting walls around toilets with screening for privacy
- Replacing toilet basins and 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

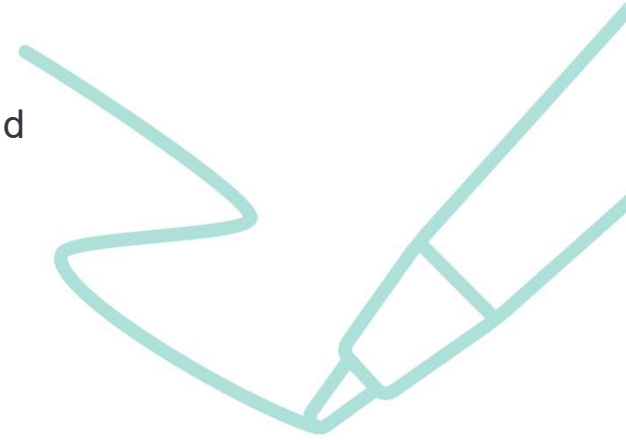
ABC Football Club is a non-profit community organisation whose aim is to promote and encourage active participation in football at all levels through our players, coaches and referees. Starting with only 5 players in 1982 we now have over 80 members. Our goal is to keep all age groups fit and active 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.

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.

# Need and Benefit

## Need:

The change rooms have not been refurbished since they were originally 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 and ceilings, mould is growing in places and the existing drainage is not sufficient. Tiles are coming off the walls the wet areas need to be waterproofed properly. The floor is existing exposed concrete floor is posing a slip hazard and an epoxy resin needs to be applied to it to make it bacteria and slip free. 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 2016.

## 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.

# Activity 2: Supporting documentation

## Supporting evidence

- Evidence of need and benefit
- Project planning docs
- Evidence of capacity to deliver
- Approvals, permits, 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.

ABC Football Club  
1 Example Avenue  
CALOUNDRA, QLD, 4551

*Forwarded by email only to [ABCFootballClub@gmail.com](mailto:ABCFootballClub@gmail.com)*

Dear John Smith

**APPLICATION FOR CONSENT – GRANT FUNDING APPLICATION**  
**PROJECT: Change Room Upgrade**  
**LOCATION: ABC Football Club, 1 Example Avenue CALOUNDRA**

I refer to your application dated 1 February 2019 regarding the abovementioned matter.

In reply, I can advise that the Sunshine Coast Regional Council ('the Council') consents to the lodgement of an application for grant funding.

Please note that if funding is obtained, the applicant must lodge a properly made application for 'consent' prior to lodgement of an application for the proposed works.

Your contact Officer for this matter is Example Officer.

Yours faithfully,

Example Officer  
Senior Property Officer, Land Management  
Property Management Branch

### Photos - Current Change Room Conditions



These photos show the current condition of the change rooms:

- The tiles look tired and worn, and some are coming off the wall.
- The paint is not in good condition.
- Mould is growing in places.
- There are no screens between showers to allow for privacy when showering.
- Some tap ware is missing.
- The concrete floor presents a slip risk.



**Letter from group that share facilities with applicant club**

To whom it may concern,

As a long-time member of the XYZ Cricket Club I would like to throw our club's earnest support behind the ABC Football Club's application for updating the change rooms at the Sunshine Coast sportsground we are fortunate to share.

The quality of the product we offer to the community would also be enhanced by what many consider an overdue updating of our change rooms. Presently they are looking very tired and not somewhere I would want my children to linger or shower. With these rooms being used around 40 weekends a year they have been gradually declined in quality and are not a proud part of our otherwise popular clubhouse enjoyed so enthusiastically by Football and Cricket families throughout the year.

To this end, we thank you for your time and consideration and concur wholeheartedly with the ABC Football Club in their request for funding to address these concerns.

Yours sincerely

Joan Mitchell

President XYZ Cricket Club

**Images of fields**





**Letter of Support from Parent and Committee Member**

12 March 2018

To whom it may concern,

**Re: ABC Football Club – Change Room Upgrade**

It is my pleasure to write a letter of support for the ABC Football Club – Change Room Upgrade application. I write as both a parent and a committee member of the football club.

My son has benefitted greatly from being part of this club. I have seen great improvements in his confidence as well as his mental and physical strength. He is also learning great sportsmanship, which I feel is an important quality to have in life.

However, the current conditions of the change rooms are unsafe as the exposed concrete floor is a slip hazard and some of the tiles are coming off the walls. My son has told me that he doesn't feel comfortable showering in the current facilities.

As the current Secretary for the club, I can confirm that the change rooms have not been refurbished since they were originally built in the 1980s and that this project is now a priority for our club. We believe that the proposed upgraded facilities will further encourage membership growth and patronage by visiting teams.

I fully support the efforts of the ABC Football Club in seeking funding for upgrading their change-room.

Your favourable consideration would be greatly appreciated.

Sincerely,  
Angelina Fever

Letter of thanks for sausage sizzle fundraiser

To ABC Football Club,

Thank you for attending our school fun run and running the BBQ for our hungry participants and wider community.

The feedback from the day has been fantastic and we are pleased to announce that we raised \$1878 on the day!

Thank you for your efforts – it was a great day had by all!

Kind regards,

Fun Run Committee



**Interior and Exterior Renovation Solutions**

TO: ABC Football Club	QUOTE No.: 0121
DATE: 20 March 2018	

<p>Changing rooms (refurbishment)</p> <p>Remove store cupboard and outer door, re frame and re clad to match existing.</p> <p>Remove walls where toilets are and refit with screening for privacy. Replace toilets basins and tap ware.</p> <p>Remove existing tiles in shower areas.</p> <p>Waterproof, Re-tile and grout with an anti mold additive.</p> <p>Put in new drainage in shower areas to allow for water flow, when all showers are being used at once.</p> <p>Replace all old tap ware in showers and fit privacy screens.</p> <p>Replace old lights with new water resistant fittings.</p> <p>Replace old benches with new.</p> <p>All walls and ceilings to be patched plastered and re-painted with moister resistant paint.</p> <p>All floors to be etched and acid washed, Then epoxy painted and sealed to stop bacteria in concrete.</p> <p>Pc sum of \$4000 added to quote for all plumbing</p>	
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<p>and plumbing fixtures.</p> <p>All work to be carried out by licensed contractors.</p> <p>Site to be left clean and tidy.</p> <p>All rubbish to be cleared.</p>	
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<p>Stage 1 and Stage 2 total</p>	<b>NET TOTAL</b>	<b>\$ 21,240</b>
	<b>GST @ 10%</b>	<b>\$ 2,124</b>
	<b>GROSS TOTAL</b>	<b>\$ 23,364</b>

## Activity 2 Answers

- Images of change-room
- Letter of Support – Cricket Club
- Letter of Support – Parent & Committee
- Permission
- Quote
- Images of Fields
- Letter of thanks – Sausage Sizzle Fundraiser

# 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>

# Top ten 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 the last minute
10. Get feedback (if unsuccessful)

# The Grants Team

07 5420 8616

[grants@sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au)

Thank you.



**Sunshine Coast**<sup>™</sup>  
COUNCIL

Our region.  
**Healthy. Smart. Creative.**

See council's website for further details  
[www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au)