



Grant Writing Guideline

Resources and Sources
for PBCs

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Introduction

This Grant Writing Guide has been written to assist with applying for grants. There are two types of grants, recurrent and non-recurrent.

Recurrent Grants

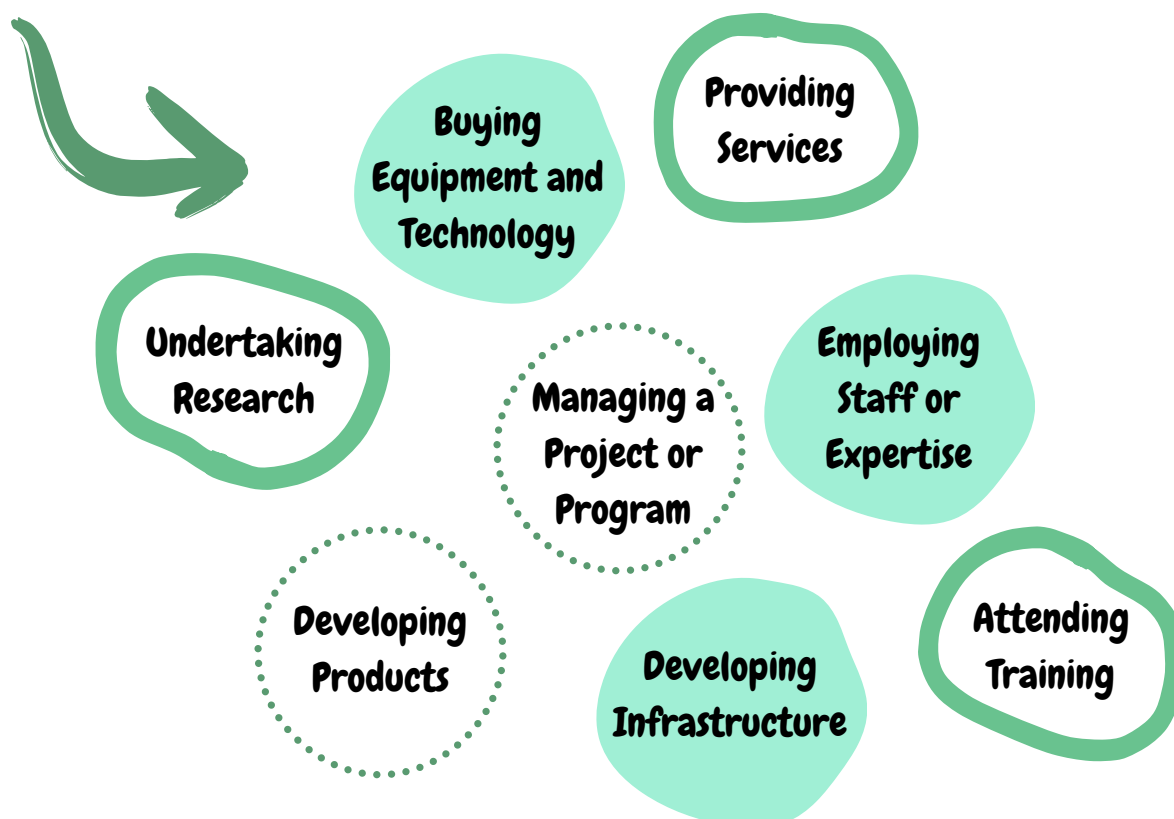
These grants usually assist with service delivery and for a designated period, for example three years. These grants require a service and/or funding agreement, quarterly and annual financial reporting, acquittal, and a report on the outcomes of the project to the funding body.

Non-recurrent Grants

These grants are suitable for items of equipment or short projects, these grants will also require a funding agreement, financial acquittal, and report on project outcomes at the completion of the project.

Funding is often distributed through two or three 'rounds' per year. If your project is unsuccessful in the first round, seek feedback from the funder and adjust the project if necessary and reapply in the second round.

Grants can help you with:



Finding Grants



Research

- Do your research. Use keywords on the Internet to search for who is offering funding and funding opportunities.
- Search for similar organisations and/or PBCs to see who they acknowledge and receive funding from such as government, private, philanthropic websites, and other non-government organisations (NGOs).
- Subscribe to funding email lists and create a spreadsheet of the details for future reference. A list has been included at the end under *Additional Resources and Links to Funding Bodies*.
- Create a spreadsheet of organisations and funding bodies relevant data that outlines – the funding body, eligibility, applicability, deadlines etc so you have an annual list of grants to apply for. Always check the website to ensure the guidelines and criteria are current. Refer to the example of *Grant Funding Spreadsheet at the end*.
- Be flexible, adaptable and creative. Funding opportunities and work environments come in all shapes and sizes.
- Find the funding to match your project

Tip: It is important to cast the net widely for funding opportunities, as there can be long timeframes between applying and actually receiving the funding to commence the project. **Do not** commence a project until you have received the funds as most often funding is not paid retrospectively.



Partnerships

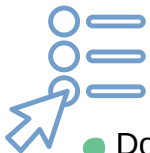
- Find the right partner organisations and get to know them.
- Look for partner organisations that deliver outputs similar to your organisation and/or share similar values, such as corporate social responsibility.
- Value of partnerships - relationships are vital to grant success including mentors and networks. Develop these relationships as funding often depends on the strength of the relationship.
- Work with the local community and focus on broader community engagement.

Key Elements to Grant Writing



Know what the funder is looking for

- Do your research, get to know your potential funder, including their vision and funding priorities.
- Look at previously successful applications to gain an understanding of the types of projects funded.
- Read and understand the criteria and grant guidelines and reporting requirements. Does your PBC have the human resources to meet the funding requirements?
- Establish credibility and trusted connections with funding bodies.
- Write your grant to meet the funders' requirements and vision as well as aligning to your project.



Choosing the Funding Body

- Do your research, read the funding requirements to determine if they align with your project and PBC. Check the funding bodies website and annual reports for information on the types of projects funded. Does your project align?
- Do the funder's objectives align with your projects and the community you are working with or representing?
- Consider the funder's mandates/ vision statement / mission and how that aligns with your PBCs goals and capacities.
- Align the project to the funders' vision statement and mission, goals etc.
- Match your ideas to the funders or reach out to a funder with your idea.



Recognition

- It is a good idea to provide funders the opportunity to get recognition out of the project they fund. Funding bodies want to look good and look for recognition to align with their corporate social responsibility.
- **Think:** How will you will acknowledge and recognise the funders of your project? For example – logos on websites, media exposure, annual reports, plaques, brand promotion, invitations to project openings and launches.



Project Ideas and Research

- Start by researching the **need** for your project. Find statistics that you feel add to your rationale for funding.
- Consider your visibility within the community such as art projects and projects that funders will be drawn to, and proud to add their name and logo to.
- Be strategic but realistic with project ideas. If you are successful, you will have to prove that you can do what you said you were going to - so undersell and over deliver.

Think: Do you have the human resources to ensure project delivery within the designated period?

- If funding is unsuccessful, is there another way you can undertake the project, eg. Other donors?
- Develop a list of project ideas and priorities in a spreadsheet (example below) to assist with seeking a grant that fits the PBC's goals and aspirations.

Example Spreadsheet of Grant Project Ideas

Project Idea	Objectives	Activities/ Tasks	Outputs/ Outcomes	Short-term	Intermediate	Long-term	Community Benefit	Recognition Ideas



PBC Preparation for Grant Proposal Requirements

Tip: Create a template with standard basic information about your PBC so you can copy and paste it into different grant applications.

For example: PBC mission statement and objectives, contact details, what does your PBC do and why was your PBC established.

- Consider your PBCs capacity:
 - Who needs to be involved?
 - What do you want to achieve?
 - Why are you doing it?
 - How will you report on the project?
 - How long the application will take?
 - Do you need to conduct research or obtain quotes?
 - Is the person writing the proposal the person who will implement the project?
 - Will your PBC benefit financially from it?
 - Formatting a funders document and completing their application form (sometimes answers have word limits applied)



Budget

When considering your budget, think about wages and administration costs - which are not usually funded - is there an innovative way to incorporate these costs into the budget through other items, if allowed and appropriate?

- Consider your PBCs capacity to not only apply, but to deliver, and report on the project at regular intervals – wages and administration costs for your PBC are not usually funded so this will be a volunteer contribution or a task for the PBC administration staff if you have one.
- Incorporate the projects sustainability beyond the funding of the project. Depending on the nature of the project, is the project sustainable without funding?
- Be able to show value for money to the funder. The types of values will depend on the nature of the project for example ongoing community benefit that will continue beyond the scope of the project.



Reporting Requirements (Monitoring and Evaluation)

Reporting on grant outcomes is as important as securing the grant itself. Know the reporting requirements before applying for funding to see if the conditions are appropriate for your PBC if your application is successful.

- Reporting requirements are every three months, this can become tiresome. Make sure your PBC has the human capacity to meet the administrative demand of regular reporting requirements.
- Identify realistic deliverables and deliver on these ensuring you document your project so you can provide evidence.
- Be honest with your reporting. If you are not meeting your expected outcomes, you need to explain why.
- If you have a story or imagery from your project that is appropriate to share, send it to the funding body so they can distribute it to their sponsors and donors. This keeps the PBC in their mind for new funding applications.



Grant Writing

Grant-writing assistance is available from a range of sources – see Additional Resources and Links to Funding Bodies below.

- Refining grant-writing skills requires practice and patience. Build your confidence and look for in-kind contribution to get grants up and running, as wages and administration costs for grant writing and the application process are not covered by the grant.
- Be clear and concise in explaining what you are doing and be realistic as you will have to report on the project if your application is successful.
Reminder: Your choice in words is important as many applications have word limits, keep it concise.
- Create a narrative to meet the funding guidelines and tailor the structure to the funding bodies' vision/goals/objectives. Ensure you are connecting your PBCs objective and vision as well.



Writing the Proposal

Cover Letter

This should be one page as a brief introduction to the PBC and the project including:

- **What** is the project?
- **Why** is the project required?
- **When** will the project commence and how much will it cost?
- **Who** will benefit?
- **Who** is funding this project?

This must be catchy and to the point as it may be the only page they read!

Executive Summary

Write the executive summary after you have completed your project proposal. This should be concise and include the following:

- Information on your PBC (why was it established, mission and objectives);
- The reason for the project - the problem, issue or challenge;
- The solution (include goals, objectives and strategies);
- Funding amount required (the costs of the project and total amount requested);
- Suggested timeline for the project; a thank you to the funder.

General Information

Organisational Background

This should include

- date established, vision and mission, the PBC's goals/aspirations;
- structure (are you a membership organisation? How many members do you have?);
- type of registered organisation (charity etc.); and
- brief details and experience of previous projects and funders if relevant.



Background of the Project

- What is the problem, issue or challenge?
- Why should the project be implemented?
- How do you know there is a need? Do you have data?
- Who will benefit? (if this project is implemented then X will reduce/increase/happen)
- Why should your PBC try to address this problem or issue?
- How the project will involve, enhance and strengthen the community?
- How will the elements of the project continue once the funding is complete? **Note:** This is not appropriate for each project but for many the funders want to know that once the funding ends that the community will be able to continue with their own capacity to continue positive outcomes.

Example: The project could be to develop a Language App for the Community, here are some dot points that could be expanded on:

- XYZ's language is under threat of becoming extinct, not many language speakers left;
- Data collected through a community survey, 20 participants one day per week for five weeks;
- Participants will work with a volunteer to research language at State Library of Queensland;
- The project will run from [month] to [month] [year];
- Hold a language discovery workshop/program to research and build a database of words and phrases;
- Engage linguist to assist with pronunciation of language words;
- Record your word list and enhance with images;
- Members of the community will directly benefit from the Language App increasing the use of and revitalising language amongst the community;
- The Language App will continue to be used beyond the conclusion of the project; etc.

Project Goals

This is a conceptual achievement of the project and should be clear and concise and written in one sentence. For example:

- To develop a language discovery workshop/program (this could be in partnership or in-kind support with another body eg: State Library of Queensland) to revitalise XYZ's traditional language through creating a Language App for the community etc.; or
- Hold a cultural festival to bring the community together on Country etc.; or
- Provide training and employment on Country, etc.

Objectives

An achievement expected from the implementation of your project that can be monitored in quantitative terms. Use the SMART principle to write your objectives – **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**imely.

For example to develop a Language Discovery Workshop to revitalise XYZ's traditional language through a Language App:

- Objective One - Provide five language research/discovery sessions to 20 XYZ people, one day per week in May at the State Library of Queensland with a volunteer research.

Activities

This is a step-by-step guide to implementing your project including tasks required to execute the project. This section should be as specific and detailed as possible.

Project activities for a language discovery workshop to develop the Language App might include:

Activity

Recruit 20 participants from the community to complete a language discovery program to develop the XYZ Language App.

Tasks:

1. Develop an event flyer and promote to XYZ's community.
2. Advertise the language discovery workshop.
3. Engage a specialist organisation/facilitator if required, eg. Contact State Library of Queensland and propose your project idea requesting assistance with a facilitator and access to resources.
4. Create a list of interested people.
5. Contact identified participants by letter, email or phone and invite to attend the workshop/program.
6. Contact State Library of Queensland with details of numbers of participants and time frame.
7. Advise participants of start date.



Outputs and Outcomes

Outcomes are the difference made by the outputs: revitalisation of XYZ's language. Mills-Scholfield (2012) states that, *"in the non-profit world, outputs are programs, training and workshops; outcomes are knowledge transferred and behaviours changed."*¹

Outputs:

Are programs, training and workshops and are short-term/immediate results that are the consequences of completing an activity or several activities. Outputs are achieved during the implementation of the activity or activities and before the end of the project. For example, 20 participants attended five language discovery workshops and recorded 500 language words to contribute to XYZ Language App.

Outcomes:

Are the benefit to XYZ's community and are the knowledge transferred that results in changes. For example, Language App containing words for XYZ community to learn, thus revitalising the use of XYZ's language in the community including schools and use of language on signs across XYZ's Country.

Community Benefit

- Who will benefit from the project implementation?

For example, would the XYZ community benefit? Or a specific sector of the community?, The environment, the partners to the project or schools? Etc.

- How will they benefit?

[1] <https://hbr.org/2012/11/its-not-just-semantics-managing-outcomes>

Budget Summary

The budget must match objectives and activities associated with the project. Be specific with details of each cost. Remember grants usually don't include wages or administration costs, perhaps some of these can be built into other costs if appropriate.

- How much money do you need for the project?
- Obtain quotes if necessary and ensure the budget adds up.
- Highlight each item in the proposal/project that will appear in the budget (tip – every item that appears in the budget must be described in the proposal/project)
- Include in-kind contributions (ie: non-cash – could be technical assistance, equipment loan, volunteer time, event space etc.)

Break down each item into parts, see example below:



Equipment	\$1000
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Equipment	
MacBook Laptop	\$1800
USB Rode Podcaster Microphone	\$300
Volunteer Time	Number of hours

Monitoring and Evaluation

The body of the proposal should contain reference to monitoring and evaluation, which identifies to the funding body you are planning to reach success and can accurately monitor lessons learned. Check the criteria and guidelines to determine if a requirement of the grant is to provide the funding body with progress reports on the project. If so, create a spreadsheet to keep track of the progress so you have the data on hand when you come to write your progress report.

Reporting and Acquittal

At the conclusion of the project, funding bodies will require a project report including a financial report. These requirements should be detailed in the funding guidelines and conditions. A requirement of some funding bodies is that you advertise who funded the project. How will you acknowledge the funding for XYZ project came from XYZ with in-kind support from XYZ?

Free Grant Writing Workshops

Below are examples of some of the free grant writing workshops available.

Native Title – Building PBC Business – information on grant writing, links to funding databases (listed below), links to further resources, basic grant writing tips, guides and templates and links to organisations that provide training and workshops.
<https://nativetitle.org.au/learn/building-pbc-business/funding-applications>

Brisbane City Council – provide some creative grant application tips
<https://www.brisbane.qld.gov.au/community-and-safety/grants-awards-and-sponsorships/creative-and-history-grants/creative-grant-application-tips>

Arts Queensland – provide free grant writing resources and tips
<https://www.arts.qld.gov.au/arts-acumen/grant-writing-support>

Non-profit Ready – offers free online grant writing classes
<https://www.nonprofitready.org/grant-writing-classes>

Learn Grant Writing – provides a free grant writing class
<https://www.learngrantwriting.org/free-grant-writing-course/>

Professional Grant Writers

Below are some organisations that offer professional grant writers.

Cambium Indigenous Professional Services
<https://cambiumaboriginal.com/services/project-management/first-nations-proposal-writing-services/>

Red Ochre Consulting
<https://www.redochreconsulting.com.au/services/submission-writing/>

Additional Resources and Links to Funding Bodies

Arts Queensland

Backing Indigenous Arts & Backing Indigenous Arts- Performing Arts - Arts Queensland is a proud supporter of Indigenous artistic and cultural expression through the Queensland Government's Backing Indigenous Arts (BIA) Initiative – a \$12.6 million investment over four years (2019/20 – 2022/23) to build sustainable and ethical Aboriginal and Torres Strait Islander arts industries. Supports artists from creation to market through an investment cycle that begins with art centres and individual grants and concludes with support for Cairns Indigenous Art Fair.

<http://artsengage.initiatives.qld.gov.au/backing-indigenous-arts?Ink=QS02LTQ4MTItMTA>

Arts Queensland

Provides a list of funding opportunities for community groups and individuals engaged in artistic and cultural activities.

<https://www.arts.qld.gov.au/aq-funding>

Business Queensland

<https://www.business.qld.gov.au/starting-business/advice-support/grants/finding-grants-support>

Additional Resources and Links to Funding Bodies

Department of Agriculture, Water Environment - National Landcare Program

20 Million Trees Program - The Australian Government is working with the community to plant 20 million trees by 2020, to re-establish green corridors and urban forests. The Program involved competitive grants, delivered by individuals and organisations, and larger-scale plantings, delivered by service providers.

<http://www.nrm.gov.au/national/20-million-trees>

Department of Justice and Attorney-General

Gambling Community Benefit Fund - Not-for-profit groups operating in Queensland can apply for grants from \$500 to \$35,000 through the GCBF. This fund is Queensland's largest one-off community grants program, distributing approximately \$57 million per year. The fund allocates grants to not-for-profit community groups, to enhance their capacity to provide services, leisure activities and opportunities for Queensland communities.

<https://www.justice.qld.gov.au/initiatives/community-grants>

DES

Indigenous Land and Sea Ranger Program - The Queensland Government currently provides funding for over 100 Indigenous land and sea rangers across Queensland, who care for the state's world-class natural environment. Most land and sea rangers are Traditional Owners of the land on which they work. They are employed through local Indigenous host organisations with funding provided by the Queensland Government.

<https://environment.ehp.qld.gov.au/land-sea-rangers/>

DES and Education QLD

QLD Indigenous Land and Sea Rangers - Junior Ranger Program - Junior Ranger Programs can include a wide range of lessons and activities which complement the Australian curriculum and support two essential cross-curriculum priorities: Aboriginal and Torres Strait Islander histories and culture, and sustainability.

<https://www.qld.gov.au/environment/plants-animals/conservation/community/junior-activities>

Federal Government Grant List

Grant Connect Forecast Opportunity - Forecast Opportunities (FOs) are used to advertise potential Grant Opportunities (GOs) by providing limited information and an estimated period of release of the potential GO. Information on how to apply for grants will be specified on individual GOs.

<https://www.grants.gov.au/?event=public.FO.list>

Foundation for Rural and Regional Renewal (FRRR)

FRRR champions the economic and social strength of Australia's rural, regional and remote communities. One of the key ways that we support communities to achieve their aims is by offering a broad range of grant programs. Each grant program has individual parameters and areas of focus but all have a common requirement that funds be used for a charitable purpose that benefits the residents of Australia's rural, regional or remote communities.

<https://frrr.org.au/funding/find-funding-now/>



Additional Resources and Links to Funding Bodies

Grant Connect

Provides a centralised publication of forecast and current Australian government grant opportunities and grants awarded. Find grant opportunities that are open for application.

<https://help.grants.gov.au/>

Grant Guru

A one-stop-shop for grants

<https://grantguru.com.au/>

Indigenous Business Australia

IBA serves, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that can't wait. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians.

<https://www.iba.gov.au/>

Indigenous Governance Toolkit

The Indigenous Governance Toolkit is an online resource developed for Indigenous nations, communities, individuals and organisations searching for information to build their governance. It covers all the basics – your rules, values, culture, membership, leadership, and decision making – and has many examples of ideas that work from other groups, tools to help you get started, and useful guidance to sustain your efforts.

<http://toolkit.aigi.com.au/>

Indigenous Land and Sea Corporation

Our Country Our Future - Agribusiness Investment Program - The ILSC assists Indigenous people with the acquisition and management of land, salt water and fresh water so they can achieve economic, environmental, social and cultural benefits.

<https://www.ilsc.gov.au/home/partner-with-us/>

Jun'Jarin

Indigenous Engagement and Negotiation Specialists - Jun'jarin provides specialist Indigenous engagement and negotiation services Australia-wide. They have extensive experience in native title and Indigenous land dealings and customise their support to your individual needs and concerns.

<https://www.junjarin.com.au/>

Land and Sea – DES

Looking after Country Grant program - The Looking after Country Grant program provides Aboriginal and Torres Strait Islander groups with grants of up to \$75,000 for projects that conserve the environment and cultural heritage on country. The program supports on-ground environmental and cultural heritage projects and encourages collaborative partnerships in looking after Country.

<https://www.qld.gov.au/environment/plants-animals/community/grants-program>



Additional Resources and Links to Funding Bodies

Many Rivers

Many Rivers helps people to start and grow their own small business. There's no cost to get our support thanks to our generous partners, and we need to make sure we're supporting people that need our help the most.

<https://manyrivers.org.au/>

National Indigenous Australians Agency

Capacity building for native title corporations

<https://www.niaa.gov.au/indigenous-affairs/grants-and-funding/capacity-building-native-title-corporations>

Native Title – Building PBC Business

A database of funding and grants by State and topic

<https://nativetitle.org.au/find/funding>

Our Community Group

The Our Community Group provides advice, connections, training and easy-to-use tech tools for people and organisations working to build stronger communities. Our partners in that work are not-for-profit organisations and social enterprises; government, philanthropic and corporate grant makers; donors and volunteers; enlightened businesses; and other community builders.

<https://www.ourcommunity.com.au/>

Our Community's Funding Centre

A grants database and fundraising capacity building website

<https://www.fundingcentre.com.au/>

Philanthropy Australia

<http://www.philanthropy.org.au/seek-funding/>

Queensland Government

The Queensland Government's Land Restoration Fund (LRF) is expanding carbon farming in the state by supporting land-sector carbon projects that deliver additional environmental, socio-economic and First Nations co-benefits. The LRF supports landholders, farmers and First Nations peoples to generate new, regular income streams through carbon farming projects whilst providing valuable co-benefits such as healthier waterways, increased habitat for threatened species, and more resilient landscapes.

<https://www.qld.gov.au/environment/climate/climate-change/land-restoration-fund>

Queensland Government – Community Organisations and Volunteering

<https://www.qld.gov.au/community/community-organisations-volunteering/funding-grants-resources/>

Queensland Government Grants Finder

The Queensland Government grants finder contains links and information on a variety of state government grants.

<https://www.grants.services.qld.gov.au/>



Additional Resources and Links to Funding Bodies

Queensland Government - Recreation, sport and arts – Information

Help in Applying - Tips for grant applications and Help with applying online for Arts, culture and heritage: <https://www.qld.gov.au/recreation/arts/funding/help-applying>

Funding, grants and sponsorship for organisations - Queensland Government web page with links for individuals and Organisations to access funding for Arts, culture and heritage.

<https://www.qld.gov.au/recreation/arts/funding>

Strategic Grants

Helps build not for profit capacity – grant database, grant writing, grants training, grants workshops, program design and monitoring and evaluation frameworks and strategic planning for grants management success.

<https://www.strategicgrants.com.au/>

The Brisbane City Council Community Grants Program

Offers funding for local community groups.

<https://www.brisbane.qld.gov.au/community-and-safety/grants-awards-and-sponsorships/community-grants>

The Funding Centre

Information on grants and fundraising in Australia.

<https://www.fundingcentre.com.au/>

The Grants Hub

<https://www.thegrantshub.com.au/blog/articles/indigenous-grants>

The Office of Liquor and Gaming Regulation

Provides information and links to a number of community benefit programs that are funded by gaming revenue and provide grants to local organisations.

<https://www.justice.qld.gov.au/initiatives/community-grants>

The Queensland Community Foundation

A public charitable trust set up to serve the state's communities by providing a permanent funding source for charity.

<https://qcf.org.au/grants/>

The Queensland Government

Offers funding programs to sport and recreation organisations, and artists and art organisations.

<https://www.qld.gov.au/recreation>

Tourism and Events Queensland

Provides a Grants Guide to assist organisations whose work involves attracting visitors to the state.

<https://teq.queensland.com/au/en/industry/what-we-do/queensland-events/queensland-events-funding?redirect=industry-resources/how-to-guides/obtaining-a-grant>

Example of Grant Funding Spreadsheet – Quick Reference Guide

* Information may change from year to year so please check websites for up-to-date information.

Name of Organisation	Available Funding	Target Area	Eligibility	Contact Details
First Nations Commissioning Fund	\$70,000 1 year project \$150,000 2 year project	The First Nations Commissioning Fund is focused on investing in opportunities that share First Nations stories and cultural knowledge and elevate awareness of Queensland's exceptional First Nations arts and cultural products and experiences.	Check the website and guidelines.	Website: https://www.arts.qld.gov.au/aq-funding/aq-first-nations-commissioning-fund Phone: Arts Investment Officer on (07) 3034 4016 or toll free 1800 175 531 Email: investment@arts.qld.gov.au
Gambling Community Benefit Fund (GCBF)	Standard grant round \$35,000 Super round \$100,000	The GCBF funding helps not-for-profit community groups to provide services, leisure activities and opportunities for Queensland communities.	To check eligibility requirements and understand your organisation's responsibilities throughout all stages of the grant funding process, read the guidelines for GCBF applicants and instructions for applying for the GCBF grant.	Website: https://www.justice.qld.gov.au/initiatives/community-grants Online Grants Portal: https://www.gamblingcommunityfund.qld.gov.au/#/welcome Phone: 1800 633 619 Email: cbf@justice.qld.gov.au