



An Australian Government Initiative



Regional
Development
Australia

YORKE AND MID NORTH

Grant Writing Workshop for Community Groups

Clare and Gilbert Valleys Council

October 2024

Acknowledgement of Country



Regional Development Australia Yorke and Mid North and Clare and Gilbert Valleys Council acknowledge the Traditional Owners of the land on which we meet today and pay our respects to Elders past and present.

RDA Yorke and Mid North

Regional Development Australia Yorke and Mid North (RDAYMN) is a not-for-profit organisation funded by Federal, State and Local Governments.

Our purpose

Facilitate growth in economic prosperity within our region and improve the liveability of our communities

Our vision

Leverage our regional advantages to deliver and grow a resilient, attractive and secure future

Our partners

- 11 Local Governments
- State Government
- Federal Government
- Businesses
- Community groups
- Individuals

What is a grant?

- Grants are funds given out by private, public and not-for-profit organisations for a range of purposes.
- Grants are always for discrete, stand-alone projects with a beginning, end and clear outcomes from the project. **“Business as usual” is ineligible expenditure.**
- They are not for ongoing running costs of an organisation, such as permanent staff costs, rent and utilities. You can use grant funding for these costs but **ONLY** if they relate to the current project you are doing.
- Grants are not retrospective, which means that you cannot get grant funds to reimburse you for a project already completed or work already started.



What is the purpose of a grant?

To achieve government policy objectives

To implement election or government promises

To promote new ways of doing things

To improve public infrastructure

To preserve historical buildings

To recognise service

To help with research and development

To encourage new businesses

To stimulate economy

To create jobs

To assist or enrich the community

To support disadvantaged people

To alleviate adverse circumstances (drought, fire...)

To support the Arts, sports, multiculturalism...

Get your project ready before applying for a grant

What do you want to apply for?

Who will it benefit?

Can you fund your project any other way?

Do you have a project plan?

Do you have a budget?

Do you have realistic and up to date quotes?

Have you consulted with the landowner and Local Government?



What do you need

- Quotes
- Letters of Support
- Audited accounts or financial statement
- Constitution/ Certificate of Incorporation
- ABN
- Bank Details
- Committee minutes
- Landowner consent
- Photos and newspaper articles



Show me the money!

- RDA Yorke and Mid North Grant Bulletin

<https://yorkeandmidnorth.com.au/grants/>

- Subscribe to the Clare and Gilbert Valleys Facebook page

- Grant Connect (Australian Government Grants)

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

Grants and Programs Finder (Government of South Australia grants)

<https://business.gov.au/grants-and-programs>

- Community Grants Hub

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

- Foundation for Rural and Regional Renewal (FRRR)

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



What is a Deductible Gift Recipient?

- Organisations that are endorsed as deductible gift recipients (DGRs) are entitled to receive donations that are deductible from the donor's income tax
- Health (Public Hospital)
- Research (CSIRO)
- Family Help (The Smith Family)
- Sport and Recreation (Australian Sport Foundation)
- Education (Flinders University)
- Welfare, Rights and Harm Prevention (RSPCA)
- Environment (GreenPeace)
- Cultural Organisations (Alliance Francaise)



Found a grant?



Read the guidelines and FAQs at least twice!!



Are you eligible? Grant writing is hard work. Do not apply if you are not eligible.



When does it close? Do not leave to the last minute, it will take longer to write than you think.



Most applications are online. Copy questions on a Word document to work out your answers.



If the application specifies 400 words, do not try for more.



Look at previously successful grants for inspiration and how to frame your project.

Golden rules

- Answer ALL the questions
- Read the questions carefully and answer accordingly
- Do not answer a question with “as previously stated or as above”
- Do not repeat the same thing twice
- Research and quote strategic plans
- Make sure your facts are right
- Do not pad your budget
- Whenever possible make a cash and in-kind contribution
- If successful, you need to implement the EXACT project you described in your application
- If you need to change project or timeline, negotiate with the granting body
- Complete contracts and acquittals on time
- Do not start works prior to signing the contract



What is a project plan?

- A **description** of your project
- **How** your project will be undertaken
- A **budget** outlining all costs
- A timeline of when key **deliverables** will be achieved
- An **evaluation** of how you will measure the success of your project



Finances and Budget

[Guide for Community Financial Officers in Australia](#) (CA Australia, New Zealand)



[A Guide to Understanding the Financial Reports of Not-For-Profit Entities](#) (CPA Australia)



[Example Balance Sheet](#)



[Example Profit and Loss Statement](#)

The boring bits

- If you are registered for GST, your budget should NOT include GST. If you are not registered for GST, your project SHOULD include GST.
- Make sure your application is grammatically correct without spelling mistakes.
- Do not use acronyms unless you have defined them once: Regional Development Australia Yorke and Mid North (RDA Yorke and Mid North).
- Do not assume the evaluation panel knows anything about your town, your club or your project. Spell it out in plain English.
- Do not trust Wikipedia!

Support letters



- Do not provide a proforma unless specifically requested or a template is given by the grant .
- Explain the project, if possible, face to face or via a phone call to convey how important it is.



- Provide a brief of the project including objectives, brief description and amount required.
- At least two weeks' notice.

Always contact the letter writer to let them know about the result of the grant and to thank them for their letter

To AI or not to AI

Do not write a grant using AI. It is obvious and will be discarded.

Moderation is key. It can help you finish a paragraph or provide some inspiration.

Double check anything AI generated.

If you are passionate about your project, your own words will convey it best.



Example of a good grant

We are seeking funds to install a new kitchen in our clubrooms.

The Graceville Netball Club is an old club and a great club. Established in 1932, the club plays host to more than 200 competitors every weekend from the tiniest Net Set Go participant to former Vixens stars in our seniors' ranks. We are a community club and we are growing as our community grows.

Situated in coastal South Australia, Graceville has always been a destination for tourists and is now sought after by those looking for a tree change. Our Club wants to provide a welcoming and inclusive environment for the new families in town, a community destination for all ages and genders and a catalyst for increased participation in sport.

A significant obstacle to our mission is our kitchen. Built in the 1980s, our kitchen is cramped, hot, potentially unsafe and in dire need of an upgrade. In addition to feeding the hungry hordes and increasing safety for our volunteers, an upgraded kitchen will also allow us to improve our facility hire revenue stream. A new kitchen will help us attract new players, volunteers and supporters.



Summarise the project

Background and composition of the club

Description of the community

Why we want the grant and what outcomes it will bring.

Clare and Gilbert Valleys Council

- **Overview of Clare and Gilbert Valleys Council grants:** Events Support Program, and the Community Asset Grants.
- **Grant Applications Process:** Timeframes, process, and managing expectations. The CGVC Elected Members make the final decision, and the selection process may sometimes take up to a couple of months.
- **Guidelines:** Your responses to the criteria in the guidelines inform the decision-making. The guidelines are reviewed annually as part of our improvement processes. The availability of grant funding is determined as part of our financial budget planning. We cannot guarantee the same amount of funding will be available every year, and the criteria may change between years.
- **Grant and Donation Pages:** The grant and donation pages are on the Clare & Gilbert Valleys website. Once each new financial year's budget is confirmed, we update the guidelines for download.
- **How are the CGVC grants advertised?** When they're open, we post them on our website, social media, and share with our community networks. We are also looking into how we might be able to use the "My Local Services" app to reach more people and promote the grants once they open.



Questions?

THANK YOU

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