

How to write a Community Grant





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WHAT WILL WE COVER



- **Guidelines**
- **Eligibility**
- **Speaking to a Community Development Officer**
- **The application**
- **Project Budget**
- **Questions**

Strategic Planning

- Identify short, medium and long term projects
- Which projects need funding? Which can your organisation fund?
 - Match identified projects to relevant funding programs e.g. funding priorities, grant amounts

Operational income pays for your operations
Grants are for projects, not operations

Prepare a 'Grant Ready File'

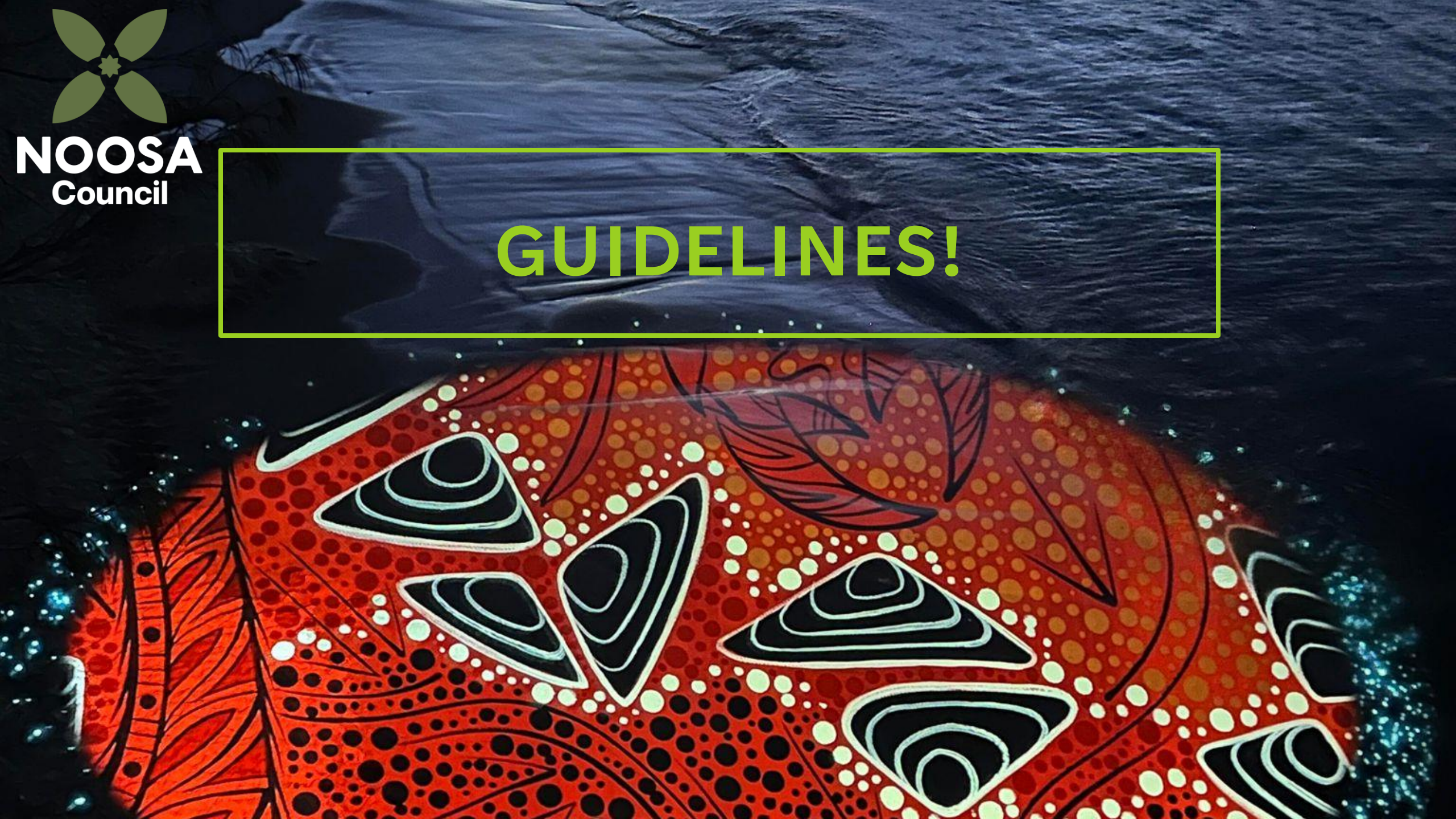
- Certificate of Incorporation
- Constitution
- Audited financial statements
- Lease / tenure document
- Strategic Plan
- Register of members





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GUIDELINES!





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- Must be a legal not-for-profit entity
 - An incorporated association
 - A non-trading/non-distributing co-operative
 - An Indigenous corporation
- Have an active ABN
- Have a bank account in the name of the legal entity
- Complies with all governance and financial requirements of the State and Commonwealth as at the closing date for the grant round
- Have appropriate insurances
- Have no debt to Council, or have an active payment arrangement with Council
- Have successfully acquitted any previous Council grants
- The project to be funded benefits the residents of the Noosa Shire

SPEAK TO A COMMUNITY DEVELOPMENT OFFICER

- Why???????
- Can't recommend this enough!!
- Can help determine whether your project is eligible
- Can explain the application process, including the necessary documentation
- Receive feedback & suggestions to strengthen your application
- Ensure your project aligns with broader community goals and has a higher likelihood of receiving support
- Problem-Solving Assistance
- They can inform you about compliance requirements associated with the grant (New works, owner's consent)

THE APPLICATION

Start Date *

See guidelines for the project delivery timeframe

End Date *

See guidelines for the project delivery timeframe

Why is this project needed? (Consider what problem it will solve) *

Word count:

no more than 250 words.

What problem did you determine the project or item is needed and necessary? What is the situation? What challenges or issues are you facing? Who is affected? Is there a need? You may wish to refer to data, statistics and trends for the Noosa Shire. Go to [noosa.qld.gov.au/data-statistics](https://www.noosa.qld.gov.au/data-statistics)

What benefits will this project deliver? *

Word count:

no more than 250 words.

How will this project change as a result of this project happening? Who will benefit and how will it change?

How does your organisation have the capacity and capability to deliver the project within the required time frames? *

Word count:

no more than 250 words.

Provide details of internal and/or external resources/people who have the expertise to deliver the Project and are dedicated to delivering the Project



Grant Writing Tips

- Assume the assessor knows nothing about your organisation or project
- Stick to the word limits
- Short sentences – be precise and to the point
- Proofing – have someone read through your application
- ChatGPT – don't copy and paste!
<https://chatgpt.com/>
- Support answers with data, statistics, demographics
<https://profile.id.com.au/noosa/>

Project Details

- Project/Event Title (Max. 10 words. Name of the project e.g. 'Purchase of New Computer', 'Art Exhibition')
- Brief description of your project (Max. 100 words. What the funding will pay for)
- Project Start Date (Must be AFTER funding is announced. Check guidelines for timeframes)
- Project End Date
- Location of where will this project/event will take place?
- Which Community Development priorities does your project address?
 - Arts and Culture, Community Development, Human Services, Public Safety, Recreation, Sport and Active Recreation, Other
- Project type
 - Community Event, Community Program, Training, Equipment, Planning, Facility Development
 - Events: Do you need an event permit?
 - Facility Development: Do you need to complete a new works form?

Assessment Criteria

- **Why does your organisation need the project?**
 - *Describe the community issue your project addresses and its impact.*
- **Who will benefit?**
 - *Benefit to your organisation, the wider community and other organisations.*
- **Alignment to Council's Strategic Goals and Identified Key Initiatives**
- **Capability of the Organisation to Deliver the Project**
 - *Describe how your organisation has capacity and capability to deliver the project within the required time frames.*



Measurable Impacts and Outcomes

- How many members/clients does your organisation have?
- How many people access your organisation's services or facilities annually?
 - E.g. members, visitors, parents, event attendees
- How many people will benefit from your project?
 - E.g. members, visitors, parents, event attendees
- Will your project benefit more than one organisation?
- Are you partnering or collaborating with another organisation to deliver the project?

Description of Income	\$ Income (excluding GST)	Description of Expenditure	\$ Expenditure (excluding GST)
Include Council funds, your funds, In kind	Amount must exclude any GST. Must be a number.	List each expenditure item per line	Amount must exclude GST. Must be a number.
Council		In Kind	
In Kind			
Your Organisation			

Total Income Amount

\$
This number/amount is calculated.

Total Expenditure Amount

\$
This number/amount is calculated.

Income minus Expenditure

For this form to proceed this cell below need to be 0 (Income and Expenditure the same value) *

\$
This number/amount is calculated.

BUDGET

What is the total cost of your project? *

\$
Must be a dollar amount.

Funding amount you are requesting from Council (as shown in budget income)

\$
Must be a dollar amount and between 1000 and 30000.

Your financial contribution - if applicable (as show in budget income) *

\$

Budget Tips

ALL AMOUNTS MUST BE GST INCLUSIVE

- Applicants are required to submit their budget **inclusive of GST**, and GST is included in the approved grant funding amount
- If successful, applicants registered for GST must submit a tax invoice that specifies the GST component of the grand funding amount
- Project income **must** equal total expenditure
- Volunteer labour - \$46 per hour
- Items between \$1,000 - \$7,499 – one written quote
- Items over \$7,499 – two written quotes



Income	Amount (GST inclusive)	Expenditure	Amount (GST inclusive)	Amount to be covered by grant
Noosa Council Community Grant	\$3,300	Purchase of laptops	\$2,200	\$2,200
Organisation's financial contribution to the project	\$1,100	Office chairs and desks	\$1,650	\$1,100
Organisation's in-kind contribution to the project (6 hours at \$46 per hour)	\$276	Printer and supplies	\$550	
		Project management and IT costs (in-kind, calculated at 6 hours at \$46 per hour)		
TOTAL INCOME	\$4,676	TOTAL EXPENDITURE	\$4,676	
TOTAL TO BE COVERED BY GRANT				\$3,300

GST registered organisation: Grant amount paid \$3,000 plus \$300 GST
Organisation not registered for GST: Grant amount paid \$3,300

QUESTION TIME??????

FINAL TIPS & TAKEAWAYS



1. Read the guidelines
 2. Call your CDO or Grants Officer prior
 3. Read the application
 4. Get required number of quotes
 5. Call CDO before submitting
- And finally.....WAIT FOR OUTCOME 😊

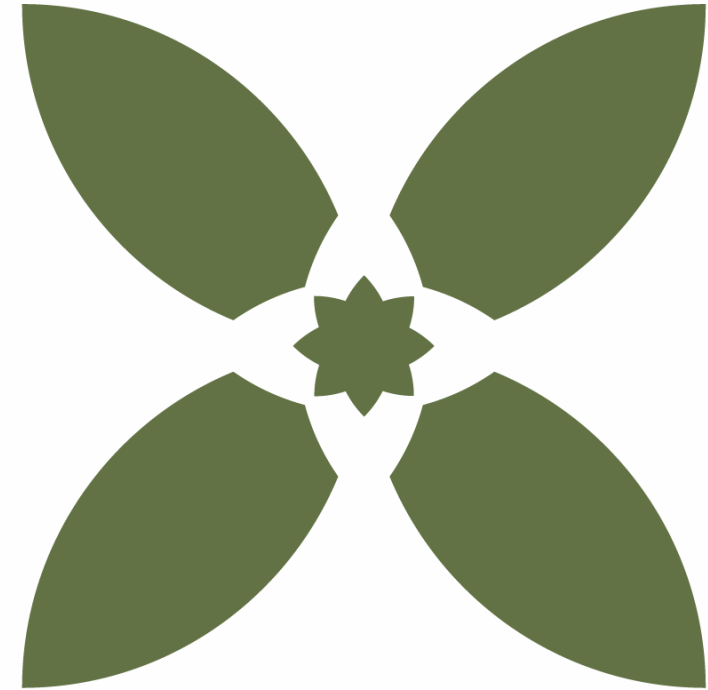
THANK YOU

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