



City of Rockingham

Community Grants Program Grant Writing Tips



What is a Grant?

- A grant is a sum of money provided by an organisation—such as a government body, foundation, or business—to support a specific project, program, event, or activity to incorporated or not-for-profit organisations.
- The City of Rockingham is committed to supporting incorporated not for profit organisations/associations, or those limited by guarantee based or providing services within the Rockingham community to assist with the delivery of programs, projects and events that benefit the Rockingham community.
- Eligible organisations wishing to apply for a grant towards projects, programs and events that take place within the boundaries of the City of Rockingham.
- Grants are designed to empower such groups to build capacity and develop sustainability for the overall benefit of the community.

Before Starting a Grant Application

- ☐ Have you read the guidelines?

The Guidelines provide all information and eligibility to apply for a grant.

- ☐ Do you meet the eligibility criteria?

Eligibility Criteria is stated in the guidelines.

- ☐ Is your project well-planned?

Applying for funding is not a quick application – having a plan will assist you with the application process.

- ☐ Have you consulted with the Community Grants Officer

Discuss your plan with the officer and go through the process.

Contact the Community Grants Officer at grants@rockingham.wa.gov.au or phone 9528 0333

Three aspects to consider when applying for funding

Why the need for applying for this grant?

- Identify the problem or opportunity the project addresses.
- Provide evidence or data supporting the need within the community.
- Explain the urgency or significance of addressing this need now.

Three aspects to consider when applying for funding

What is the grant for?

- Clearly define the project objectives and activities.
- Outline the scope of the project, including the deliverables.
- Specify the resources required and how the funds will be allocated.

Three aspects to consider when applying for funding

How? Describe the positive impact on the community, including short-term and long-term benefits.

- Provide measurable outcomes (e.g. increased participation, improved wellbeing).
- Highlight how the project fosters community engagement, inclusion, or resilience.

Step One: Tell us about your organisation

- When was your organisation established?
- How many members?
- What is your organisation/club's vision ?
- Are you targeting a specific audience?

Step Two: Tell us about your program, project, event or activity

- What is the title of your program, project, event or activity?
- What target areas does your program, project, event or activity best represent?
- Provide the information about your program, project, event or activity.
- Address the specific needs/issues your program, project, event or activity will address.
- Provide a good description and include the above question.
- Explain how this will engage and encourage community participant.
- How many volunteers will be involved?
- Provide the dates, times and place your program, project, event or activity will take place.
- Is this a one off? If not explain how your program, project, event or activity will be sustained after the funding ends.
- List any partnerships – (partnership for grants is a collaboration between organisations to combine resources, expertise, and efforts to achieve shared goals and improve the success of a grant-funded project).

Step Three: Budget and Financial Information

Provide all costs associated with your program, project, event or activity not just what you require funding for.

- Your budget should show the full picture and be easy to read.
- How much funding are you requesting from the City?
- Which items are you seeking funding for? All items must be eligible items.
- In-kind includes volunteers hours, donated items / services etc.
- Your budget must balance – unless it is a fundraiser (if so, this must be clear in your application).
- Please note:
 - GST Registered organisations: do not included GST
 - Not GST registered organisations: include GST.

Budget Example

| Item | Description | Grant Amount Requested | Applicant Contribution |
|-----------------------------------|--|------------------------|------------------------|
| Income | | | |
| Grant requested | Amount requested from the City of Rockingham | \$3,000.00 | |
| Applicant's own cash contribution | Funds the applicant is contributing to the project | | \$1,000.00 |
| Other Sponsorship/ Donations | Revenue from donations/sponsorship etc. | | \$1,000.00 |
| Sub Total | | \$3,000.00 | \$2,000.00 |
| Grand Total | | \$5,000.00 | |
| Expenses | | | |
| Venue Hire | Cost for renting venue for the duration of event, including set-up and pack-down | \$1,600.00 | |
| Security | Hire of security for the event x six hours | \$1,400.00 | |
| Marketing/ promotion | Flyers and newspaper advertising | | \$1,100.00 |
| Catering | Tea, coffee, light refreshments (sandwiches, sausage rolls, fruit platter) | | \$900.00 |
| Sub Total | | \$3,000.00 | \$2,000.00 |
| Grand Total | | \$5,000.00 | |
| In-Kind | | | |
| Volunteer Hours | Six volunteers at 20 hours @ \$40.00/hour – venue set up | | \$4,800.00 |
| Donations | Donation of ice creams 100 x \$2.50 | | \$250.00 |
| Total In-kind | | | \$5,050.00 |

Quote Requirements

- Provide a quote (not an invoice) for the amount that you have listed on your budget.
- If you are providing a snippet of a cart it must show the company name, ABN and GST. The amount shown must match the amount requested in your application.

General Grants:

- Up to \$500 – verbal quote
- \$500 - \$3,000 – one written quote

Major Grants:

- Up to \$3,000 – one written quote
- \$3,000 - \$15,000 – two written quotes

Major Events:

- Up to \$3,000 – one written quote
- \$3,000 - \$20,000 – two written quotes

Required documentation

Have you attached the following documents with your application:

- ✓ Public Liability Insurance – must be current and will provide cover for the proposed program/event.
- ✓ Financials Statement from last endorsed Annual General Meeting (not a bank statement).
- ✓ Incorporation certificate.
- ✓ Constitution – (a web address would suffice).
- ✓ Quotes - as above.

Please note an application is not considered complete unless all required documents are received and an acknowledgement email has been sent by the Community Grants Officer.