

General Grant Planning Tool

This tool is designed to help you plan your project or event before completing a grant application. It will help you clarify your goals, prepare for discussions with the City's Community Grants Officer, and ensure your application aligns with funding priorities.

1. Project Overview and Strategic Fit

What is your project, and how does it align with the City's grant target areas?

a. Describe your event or project:

b. The City's Community Grants Program supports the following target areas – which of these target areas does it best align with?

- ☐ Community Development
- ☐ Economic Development
- ☐ Culture and the Arts
- ☐ Sport and Recreation
- ☐ Environment and Heritage
- ☐ Emergency Services

2. Community Needs

What specific community needs will your project address?

a. What issue, gap, or opportunity are you responding to?

b. Who will benefit from this project?

3. **Community Involvement**

How will the local community be involved in planning or delivering the project?

a. Will you use volunteers? If so, how will they be involved?

b. Are you working with any local groups or stakeholders? If so, what will their role be in the planning or delivering of the project?

4. Project Details

Please include the following prompts:

- Project/event name:
- Location:
- Start and end date:
- Estimated number of participants:
- Target audience (tick or describe):

☐ General public ☐ First Nations ☐ Children ☐ Young people ☐ Older people

☐ People with disability ☐ CALD communities ☐ Other: _____

5. Accessibility

Have you considered how your event will be inclusive and accessible for all members of the community, including people with disability?

6. Sustainability

Will this project continue after this funding round?

If yes, how will you keep it going (e.g. future funding, volunteers, fundraising, and other partnerships)? If no, what lasting benefits will the project deliver?

Estimate your income and expenses for the project.

List all the income items	\$ (ex GST)
City of Rockingham grant request	
Organisation's cash contribution	
Donations	
Sponsorship	
Other grants/funding	
Ticket sales	
Raffles	
Fundraising (ensure information is included in the project summary)	
List any other items:	
TOTAL	

[illegible]

8. In-Kind Contributions

Include volunteer hours or donated services/goods:

In-Kind Item	Description	Calculation (how many volunteers x how many hours @ \$40.00)	Amount (Less GST)
<i>Example: Volunteers</i>	<i>Assisting at event</i>	<i>2 volunteers x 4 hours @ \$40/hour</i>	<i>\$320</i>
TOTAL			