

Community Grant Writing Tips

Below are some hand tips to assist you with preparing, and writing your General or Major Grant Application.

It is highly recommended that prior to developing and submitting your grant application, you discuss your project, program, event or activity with the City's Community Grants Officer. You can contact the Community Grants Officer by email grants@rockingham.wa.gov.au or phone 9528 0333.

The below numbering refers to the sections of the grant application itself.

1.10a – Please describe your organisation and its purpose in 150 words or less.

This section helps the assessors gain a better understanding of what your organisation is all about.

Ensure that you provide a clear and concise overview of your organisation/club. It is important to note that this section is **not** where you describe your project/event that you are wanting the funding for.

Ensure that you include the following:

- What does your organisation/club do?
- What are its goals/vision?
- Who is your audience? (e.g. older people, young people, people with disability, general community etc.)
- What date was it established?
- How many members does it have?
- Any additional background or relevant history?

3.1 – What is the title of the program or event?

Keep this short and concise. Ensure that the title is consistent with the purpose of your program or event.

3.2 – What is the day/s, date/s and time/s of your program or event?

Ensure you complete all relevant fields, including the:

- Day
- Date
- Time

Section 3.3 is where you describe the project/event that you wish to apply for funding in full.

3.3a – Background – History

Why are you applying for funding? What is the problem that you are trying to solve, what is the change that you're trying to achieve, or what is the impact that you are trying to make by applying for funding?

Example – In 2015 the club introduced a football program called “Mini Football” for the ages 4-12. The program has experienced significant growth of over 53% prompting further expansion. The club is in the process of acquiring additional fields and equipment to ensure continual delivery of the program to its players.

This will assist the assessors in gaining a thorough understanding of how you’ve come to the decision to apply for the grant.

3.3b – Description of the Program or Event

This is the section where you tell the assessors exactly how your program/event will look. Include the who, what, when, where, and how information and make sure you include:

- Who will benefit?
- What audience are you trying to reach?
- What are you trying to achieve with this program/event?
- How are you planning to achieve this?
- How will the community benefit from your program/event?
- Are there any *community capacity building elements? If so, what are the elements?

**Community capacity building is a process aimed at enhancing the abilities, resources, and potential of local communities to address challenges and improve their well-being.*

It involves empowering community members to identify, prioritize, and implement solutions to problems they face, while also fostering their ability to shape and control their own environments across various dimensions—physical, social, economic, and cultural.

3.3c Community Involvement

- How will this involve the local community?
- How will you promote it to the local community?

3.4 Short and Long Term Benefits

- Require a minimum of two for each benefit to the community.

Section 4 Provide the budget for the program or event

The budget is an important part to your application.

Your budget should echo the story of your proposed program, project, event or activity which you have described in detail in 3.3b.

The assessor should be able to look at your application and understand what it will deliver by looking at all the items of expenditure.

- List all **expenses** involved for this program/event – not just what you want funding for. This ensures that the City is able to get a clear idea of the overall cost, and not just the items that you request funding for.
- List all the **income** you will receive including any fundraising, projected ticket sales, sponsorship, and donations. Also ensure to include your organisation’s cash contribution.
- Ensure the budget balances – this will be returned if the budget doesn’t balance (unless it is for a fundraising opportunity – if so, please specify).

- In-Kind – Volunteers – how many volunteers x how many hours they will be volunteering x \$25 / hour.
For example, 5 volunteers will be helping out at a community event, and will be doing a 4hr shift each. The in-kind calculation will therefore be 5 volunteers x 4hrs x \$25/hr = \$500.

Remember an accurate budget will be comprehensive in its detail; however it must be easy to understand.

Below is an example of what a comprehensive, clear budget should look like:

Income	Amount (excl. GST)	Expenditure Please list items	Amount (excl. GST)
City of Rockingham REQUESTED Grant \$	\$2,500.00	Advertising	\$ 400.00
		Venue Hire	\$ 1,600.00
		Printing of flyer for event	\$ 500.00
Organisation's cash contribution	\$400.00	Catering for event	\$ 600.00
Donations		Tea and coffee	\$ 200.00
Sponsorship		Facilitator	\$ 1,000.00
Other grants/funding	\$1,500.00	brochure holders x 5	\$ 100.00
Additional contributions from other sources			
Sub Total Income	\$4,400.00	Sub Total Expenditure	\$4,400.00
Income In-Kind		Expenditure In-Kind The City recognises your valuable contribution – please estimate value of in-kind contribution	
5 volunteers x 20 hours x@ \$25	\$2,500.00	5 volunteers x 20 hours x@ \$25	\$2,500.00
Sub Total of Income In-Kind	\$2,500.00	Sub Total of Expenditure In-Kind	\$2,500.00
TOTAL INCOME	\$6,900.00	TOTAL EXPENDITURE	\$6,900.00

What must be submitted with the application?

If the attachments are not correct or missing, this will deem the application incomplete and will hold up the process, or may be deemed ineligible as per the guidelines.

Quotes

Ensure that quotes are provided for all expenses that you require funding for when you submit your application - **the submission of invoices will not be acceptable.**

Retrospective payment is ineligible and will not be funded.

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

Attachments

Ensure that everything the grant requires is attached when you submit your application. The following documents **must** be submitted 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.
- Copy of minutes where the event/program was endorsed by the committee (for Major Grants).