



## How to prepare for your application

Before you start an application, it's important to carefully read the Program Guidelines to make sure the grant you have identified is suitable for your project.

Program Guidelines provide details about:

- the grants program's purpose and expected results
- key dates (*opening, closing, project commencement and completion*)
- the amount of available funding
- the types of organisations which can apply
- suitable types of projects/events
- how and where to apply for the grant
- which documents to include in your application
- how your application is assessed
- payments and GST
- links to helpful websites
- For successful applicants:
  - funding agreements
  - reporting requirements.

### **Planning is the key to a good application!**

- ✓ **PLAN** your project/event and understand its purpose
- ✓ **RESEARCH** your project/event
- ✓ **READ** the Program Guidelines
- ✓ **READ** the application form
- ✓ **READ** the recommended publications
- ✓ **GIVE** yourself enough time to prepare
- ✓ **MAKE** a checklist to assist with planning
- ✓ **GATHER** everything you need to apply!

If you are unsure which grant stream is appropriate, contact the Office for Veterans grants team by calling (07) 3003 9656 or emailing [queenslandremembers@premiers.qld.gov.au](mailto:queenslandremembers@premiers.qld.gov.au).

---

### 1. Check you are eligible to apply

- The appropriate grant Program Guidelines will explain:
  - ✓ if your type of organisation is eligible
  - ✓ if your type of project is eligible.
- Also read the examples of eligible and ineligible project costs so you know what you can and can't include in your application.

### 2. Research how much your project will cost

You need to know the cost of your project before writing your grant application.

You might need to get quotes for some or all parts of your planned project. Quotes older than six months are likely outdated and should be updated.





Regardless of the size of your project, if grant funding alone won't cover the cost, get others involved.

**Tip 1** Consider asking other organisations to support the project financially or in-kind\*

Suggestions:

- local councils
- local businesses
- other government grants
- charitable organisations
- local members of Parliament
- volunteers

**Did you know including in-kind support will boost your application?**

It shows you fully considered everything needed for your project; not just money, but also the value of goods, services, or labour given without direct cash. PLUS, it shows you are engaged with the community.

Tip 1

\***In-kind support** is a donation of a good or service other than money. Examples include:

- unpaid volunteer labour (e.g. painting, gardening)
- donated goods (e.g. kitchen equipment, building supplies, stationery)
- donated services (e.g. architectural plans/designs, project management, tradespeople)

## 3. Preparing your application

- ✓ Check the application closing date
- ✓ Check project commencement and completion dates
- ✓ Gather the supporting evidence or documents required\* (see Tip 2)
- ✓ Double check the grant application instructions
- ✓ Decide who is going to manage the project – do you have the specialist skills required?

**Tip 2** It is important to act quickly to make sure you get all the required documents

Check the Program Guidelines and the application form to see what is needed, for example:

- a detailed project plan (see Tip 3)
- a budget for the full project (see Tip 4)
- quotes (no more than six months old)
- heritage exemptions
- conservation plans (heritage listed buildings)
- letters of support (no more than six months old)
- before and after photos
- drawings/plans

**Did you know your application will be strengthened if you include as much information as you can about the project?**

You might have a great project or event planned, but you may miss out on funding if you don't include enough detail about the project.

Tip 2





## Tip 3 What to include in your project plan

When writing your grant project plan make sure you include:

- a description and scope of your project
- what outcomes you want to achieve
- how your project will be undertaken
- the important steps and timeframes
- who will manage the project
- the key stakeholders involved
- a budget outlining all costs
- a timeline of when key stages (i.e. milestones) will be achieved
  - include expected project completion and launch event dates (if applicable)
  - ensure your timeline fits within the project start and end dates outlined in the Program Guidelines
- a promotional plan (if applicable)
- risk management (e.g. planning for delays with construction, supply of materials, weather etc.)
- an evaluation of how you will measure the success of your project (important for Major and Minor Capital Works).

**Note: It is important to have the skills and expertise to be able to do your project.**

- Ask yourself: do you have the right skills in your team to deliver the project.
- Are they licensed?
- Do you need specialist advice?

### Tip 3

## Tip 4 What to include in your budget

Your budget must show income, expenditure, and quotes.

- Income includes:
  - cash contributed by your organisation
  - cash contributed by other organisations (e.g. sponsorship/gifts/donations)
  - grants from other programs supporting this project
  - in-kind support
- Written quotes
  - must be on a company or business letterhead
  - supplier must have a valid ABN
  - must be from appropriately qualified providers
  - should be current (e.g. less than 6 months old)

**Note: all details of funding must be confirmed when you submit your application**

This includes the cash amount being contributed by your organisation, plus any cash donations or in-kind support from other parties. It is best to get contributions confirmed in writing.

### Tip 4





#### 4. You should now be prepared and ready to write your application!

The grants process is very competitive, so please include as much detail as you can. Note: there are word limits to the questions.

You want to make sure your application stands out from the rest! (see Tip 5)

##### **Tip 5** Writing a strong grant application means detailing the *How*, *What* and *Why*.

Be convincing when you explain:

- **WHY** the project is needed
- **HOW** it will respond to the needs of the veterans' community
- **WHAT** the benefits will be for the veterans' community
- **HOW** the project fits the purpose of the grants program
- **HOW** the community is supportive and/or involved
- **HOW** the project will be managed and completed

**It's all about the details!**  
There's never enough money to go around, so make your application too good to refuse!  
A great idea still needs to be backed up with convincing evidence.  
Don't skimp on the details!

##### **Tip 5**

When you are done, get someone to read through your application.

It is always good to ask for feedback. Are they able to easily describe what your project is about? Do they understand what you are trying to achieve? Can they point out any errors, weaknesses, or confusing parts?

For further tips on preparing a grant application, you can access the Business Queensland website at: <https://www.business.qld.gov.au/starting-business/advice-support/grants/prepare-write-application>.

**Good luck! We look forward to receiving your application!**

