

GRANT TIPS

Tips on what you do before starting your funding application:

- READ THESE ALL TIPS!
- Read eligibility criteria properly – highlight essential requirements
- Make sure your organisation is eligible
- Ensure your project is eligible for funding?
- Contact grants officer for advice
- Determine why project is beneficial to the Port Stephens community
- Ensure project is endorsed by organisation and is achievable
- Check time frame is achievable
- Talk to people to identify need and/or commitment to project
- Seek feedback on your idea from Council, community and possible partners
- Look at guidelines and attend Council grants workshop
- Set clear goals/structure and allocate roles
- Check to see if project has already been undertaken elsewhere
- Speak to or work with someone who has done it before
- Appoint key person to co-ordinate the project and the grant application
- Do a separate draft of application before submitting
- Start early
- Do your homework
- Make sure you have worked out your publicity and promotion
- Get testimonials to support your application

What is a catchy project title and how could you promote your project?

- Short is best
- Grabs attention
- Needs to identify with the group
- Needs to be catchy (examples: *Lemonjam, Chicks with Attitude*)
- Careful with use of acronyms
- Thought provoking title
- Link to visuals
- Catch people's imagination
- Link to tag #catchphrase
- Something new
- Have a community naming competition
- Needs to identify project
- Use a picture to tell the story
- Use promotional items like car stickers, TV, paper, community radio, social media, posters

What do you include to recognise the real values of a project?

- Show evidence of community and partnership development
- Expected sustainable/future outcomes
- Environmental impact
- Economical gain/benefits
- Use of networks and volunteers
- Community empowerment
- Resources
- Time management
- In kind contributions
- Actual value of living in community with project
- Skills gained by participants
- Money in the bank
- Overall outcome for community
- Benefit to stakeholders
- Community engagement
- Resource management
- Who in the community benefits

How do you stay on track when managing your project?

- Have a clear aim with a timeline
- Stay on task
- Set a budget and stick to it
- Concentrate on the project but be prepared to be flexible to respond possible changes
- Have a contingency plan
- Don't be afraid to borrow good ideas of project management
- Avoid duplication
- Keep meetings interesting
- Stay in communication with key contacts
- Establish a method to measure success
- Be organised with paperwork
- Able to summarise paperwork to date

What methods of evaluation have you found useful? What happens when the money is spent?

- Sustainable – evidences of ongoing sponsorship/income
- Planning for future events
- Evaluating/documentation for future grant application to see if successful
- What have we learnt in the process – measure
- Check if acquittal is required by funding agreement
- Get feedback from social media
- Meet with community groups relevant to project
- Discuss other methods of financing – e.g. fund raising, sponsorship
- Develop a questionnaire for feedback