



How to Plan and Write a Successful Community Grants Application

Before you START!

- The most important part of any application is reading the guidelines carefully, and to have a full understanding of the guidelines before you start completing the application.
- We strongly recommend that you discuss your proposed project with Council's Manager Community Partnerships, Kym Murphy by emailing KymM@cgoldshire.vic.gov.au or calling 0448 692 408.
- Applications can only be received from legal entities e.g. incorporated groups/clubs or registered organisations within the Central Goldfields Shire.

Before putting the application together

- Do some homework about the Central Goldfields Shire Council. Check the [Council Plan](#) for our strategic objectives, projects that have been funded in the past, and reflect on your project and see where its best fits. Check out our [2021-2022 grant recipients](#).
- Please visit the guidelines and grants resources available at www.centralgoldfields.vic.gov.au/communitygrants2022
- Brainstorm your project: who, what, why, when, and how. Talk to others in your organisation or group to gather support and ideas, talk to potential community partners and other organisations that might benefit (directly or indirectly) from your project idea.

Planning your application

- Being prepared is the key to successful grant writing. A well thought out application will always shine brighter than an application that has been rushed. Grant timelines can be very short so plan to be ready before a round even opens.
- Decide on what you are seeking funds for and develop a strong project idea that meets the grant criteria. Be prepared and think ahead.
- Call our Manager Community Partnerships to discuss your project, the requirements, and priorities for the grant.

Writing your application

- Tell your story: Let the assessment panel get excited about your project. Provide background information on your organisation or group and clearly and concisely outline your project aims and objectives. Direct us to the latest news in your social media. Outline how your organisation will meet the objectives, how the expected outcomes will benefit the wider community, who your partners are and how you will get your community involved in your project.

- Demonstrate community support: Include what you expect to be the short and long-term benefits and highlight any indirect benefits. For instance, clubs can have a strong influence on young people. They help build community and offer several benefits including offering community connections. Brainstorm your ideas with others and remember you can call the Manager Community Partnerships.
- Use attachments to support your application: If you are struggling with having enough space (word count) within your application, you can always attach extra detail in a separate document.

The more you plan, the higher your chances are of success

- If the application involves partnering organisations (Auspice Organisation or Program partners), detail their roles and responsibilities and provide contact details.
- What happens after the funding period? Outline the longer-term benefits after the funding, such as the sustainable benefits and possibilities for the future.
- Have someone else read the application for you to ensure enough information is provided.
- If the application requires permits or permissions make sure that you have them or evidence to show that you will get them during the application process.
- If the project requires insurance, please include a Certificate of Currency demonstrating appropriate insurance cover.
- If you require permits, make sure you apply for a [Fee Waiver](#) early.

More Grant Sources that might help

State Organisations (Sports, Arts, Leisure)

[Home | Foundation for Rural & Regional Renewal | FRRR](#)

[GrantConnect Homepage: GrantConnect \(grants.gov.au\)](#)

[Grants and programs \(www.vic.gov.au\)](#)

[VicHealth | The Victorian Health Promotion Foundation](#)

Bendigo Bank Community Support grants