



EASY
STEPS
WHEN
APPLYING
FOR A
GRANT



Megatoy hopes this easy to follow guide will help with your Grant Application.

This basic guide outlines the steps required to apply for a Grant.

Good Luck!

Planning –

- **Know your organisation**
- **Background information - include facts and information relating to the particular grant you are applying for.**
- **Identify your organisation's needs – example: start a new/existing project or provide something for individuals or the community.**
- **Use an advocate - a person who is willing to provide a letter of support or meet with to discuss your proposal.**
- **Understand the Marketplace (Government) - which could include either State, Federal or even Local and also private, which may not be as large a grant as Government funding.**

Sometimes trying to understand the instructions/language that is on an application form can be very confusing. Don't be afraid to contact the funding body asking them to put it into basic English.

Develop your Report –

Cover the following points and expand on:

- **Needs** - how a successful application will affect your community and state why your organisation should receive funding.
- **Positives and Negatives** - what you want to accomplish.
- **Outcomes** - its success, the performance and how successful it will be.
- **Develop a project timeframe** - how long it will take from start to finish.
- **Develop a program schedule** – details, time frame, trades/services required etc.
- **Budget** - include costs, description of what you are purchasing with the grant, quoted amounts, drawings, specifications, etc.
- **Outcome** - include a plan to assess the project. Explain how somebody in your organisation will include all the benefits of this project, including records that will be kept along the way and how its success will be measured. To show evidence of this, conduct planning meetings and formulate action plans - this will encourage more people to be involved in the project, show your organisation's commitment, professionalism and demonstrate to the funding body that the allocation money, time frames and end result will be correctly managed.
- **Future funding** - state how you raise extra money, for example: membership fees, fundraising ideas or applying for more than one grant.

Collaborate your checklist –

- Language - be clear and concise, easy to understand.
- Your writing style should be clear – avoid using complicated fonts and don't be afraid to use bold headings.
- Cover page - grab the readers attention, don't make it too long, be motivating and also stress the need for the funding/grant.
- Title Page - one of the most important pages. Don't be afraid to be creative so that it will catch their attention. Include a description and express the benefits to the community with the end results, but make sure that it is not too long and it leaves an impression.
- Summary - another opportunity to grab the reader's attention with details to the objectives of your project, how you will approach it and the end results.
- Include supporting attachments, from committee, P&C, etc.



Grant Allocation and Follow-up

Thank You Letter – you may be required to sign a contract upon the allocation of the grant. This is an ideal time to send a thank you letter from the head of your organisation showing appreciation.

If you have not been successful when applying for a grant, don't give up. Contact the Grantmaker and ask them for their feedback - positive or negative. This will help you learn and build a stronger appreciation for the next time you submit an application. Try, try, again!

Don't forget to thank them!

And last but not least, when successful, don't forget to spread the good news about what you have achieved and the funding you have received.



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Good Luck!

To ensure your application is submitted on time and you have covered all of the necessary requirements, hold regular meetings to discuss the following areas and formulate an action plan.

MANAGEMENT MEETING – MINUTES

Organisation

Date: / /

Attendees: (names)

Absent: (names)

- (1) Planning (page 3)
- (2) Report Development (page 4)
- (3) Checklist Collaboration (page 5)
- (4) Follow-up (page 6)
- (5) Prepare Action Plan (page 7)

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