



# Grants Toolkit

A guide to preparing  
successful grant applications,  
including case studies

Published 2019





# About this toolkit

The publication of this toolkit is an initiative of Rural Councils Victoria, an organisation representing and working alongside Victoria's rural councils to support and promote sustainable, liveable and prosperous rural communities.

Rural councils continue to face tough challenges, including drought, floods, fires, a limited or dwindling rate base, an increased demand on services, ageing infrastructure and a limited ability to provide new amenities to attract and retain people in communities.

Local councils are often the first point of contact for community-members who are seeking more information on relocating to a rural area, establishing or growing a business and retaining and attracting quality staff.

They are also a vital cog for community groups and organisations wishing to seek government funding through grants. The toolkits feature case studies to inspire others and to show real-life examples of the ways in which rural councils and communities can apply innovation to what they do.

Rural Councils Victoria works closely with member councils to support economic development and increase the sustainability of rural communities, develop strategies and initiatives to improve the attraction and retention of residents and businesses to rural areas.

We thank all those who helped in developing the content, particularly the councils and organisations who were so willing to share their experiences and stories to assist others.

- Rural Councils Victoria

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## Acknowledgements:

Information for this document was sourced from a number of organisations, which have a host of helpful information.

- **Grants Victoria:** Is the State Government directory to access grants and funding services.
- **Grant Connect:** Provides centralised publication of upcoming and current Australian Government grant opportunities and recently awarded grants.
- **business.gov.au:** Provides details of the Australia Government grant, funding and support programs to help small business, start-up businesses and export-import businesses. .
- **Philanthropy Australia:** Provides grants to philanthropic trusts, foundations and charitable groups

Thanks to those councils and organisations who provided information or these documents – your advice and knowledge will be extremely beneficial to others.



# Case study

## Ararat Memorial Fountain Redevelopment

### About the project:

Ararat's historical war memorial fountain commemorating the Boer War and Queen Victoria is undergoing a complete restoration. The feature fountain that dates back to 1905 and is located in front of the iconic Town Hall is no longer operable. Ararat Rural City Council received \$62,700 from Government's Building Better Regions Fund Infrastructure. The council has committed to the \$125,000 restoration and is seeking matching funding and community fundraising to support the restoration. The restoration will see one of Ararat's most public sites returned to its former glory for residents to enjoy. The restoration will also complement the recent redevelopment of the Ararat Arts Precinct where the memorial fountain is located.

### Why were you successful in obtaining grant funding?

*"We successfully showcased the history and importance of the memorial fountain by highlighting the significance of the monument to current residents as well as future generations. It is one of the centerpieces of the town and is a popular meeting place."*

### What's your advice to other councils in obtaining funding?

*"Don't give up seeking funding. Keep contacting funding agencies and discuss your project. We tried many different funding trails and applications before securing funding. It is important to ensure thorough project planning is undertaken prior to the grant application process. Invest in the preliminary design development and investigation works to ensure applications are considered. Also, consider funding models that include multiple sources as a back-up."*



# Case study

## Colac Otway Shire Tourism Parking and Traffic Strategy

### About the project:

The Colac Otway Parking and Traffic Strategy outlines the infrastructure priorities and traffic management strategies for the shire. It includes the development and implementation of a stakeholder engagement and communications plan, environmental scanning and the research and development of the tourism parking and traffic strategy. A \$75,000 injection by the Government's Building Better Regions Fund helped fund part of the study, with the balance of \$75,000 funded by the shire. The strategies seek to address the traffic and parking infrastructure requirements for towns including Apollo Bay, Skenes Creek, Marengo, Wye River, Separation Creek, Lavers Hill, Forrest and Kennett River along the Great Ocean Road, all of which are visited by many tourists each year.

### Why were you successful in obtaining grant funding?

*"The issues facing coastal communities from increased traffic flows have long been a problem for these communities. We showed that a strategic and united front was needed to ensure the traffic flow problems could be improved."*

### Any advice to other councils in obtaining funding?

*"Take time to highlight each benefit and make it clear the outcomes you are trying to achieve."*





# Case study

## Development model for aged care for the Rochester district

### About the project:

Campaspe Shire Council completed a feasibility study to identify an appropriate delivery model for assisted living accommodation for older people. The project aimed to determine the demand for, and community and stakeholder interest in, an innovative aged and disability-housing complex, located on land adjacent to Rochester and Elmore District Health Service. The study was undertaken using \$51,250 of government funding under the Regional Jobs and Investment Package and an equal amount of shire backing.

### Why is this important to the community?

*"There is a chronic shortage of assisted living in the district with many elderly and disabled people wanting to remain in their own communities. This potential new care model would allow people to live longer and more independently within the community. The study showed that aged care enhancement includes services provided in people's home or in community settings which respond to identified community needs and preferences, as well as a continuum of care and support for people whose needs change over time."*

### Why were you successful with obtaining the funding?

*"We demonstrated how the study could help support services which include providing information, access and advocacy for older people, community based primary care and support services, home based care, independent or supported living accommodation options, appropriately designed and furnished residential services and access to responsive health services. The study will now be used to look for possible sources of funding to implement the findings to benefit the community. We really highlighted the importance of helping the elderly live independently with a continuum of care. The grant application showed the current service gaps and facility requirements."*







# Introduction

Each year millions of dollars in grant funding is awarded to councils and community groups throughout Victoria. Successfully attracting funding requires preparation and planning. Grants enable councils and community groups to create opportunities for people, build community and effect

change, as well as acquire assets and ongoing events for the community. This toolkit aims to break down the barriers of applying for grant funding, making it simpler and giving you practical tips to be successful in its application.





# Seeking out grants

The first step is searching for a grant that will meet your proposed project. There are websites that can guide you with extensive listings of grants on offer. Grants Victoria is a very useful tool for local government and is a directory of all current and available state government grants including education, arts, health and sport. On a national level, Grant Connect provides useful information for upcoming and current Australian Government grant opportunities.

In addition to government grants, community organisations, the private sector and philanthropic organisations are also places to investigate when seeking grant providers.

Ensure you are applying for the right grant for your project - if you have to change your project proposal to suit the grant application, then it is not the correct grant for you.

Ensure you understand whether your organisation is eligible for the funding and the project meets the funding criteria before investing valuable time or resources into preparing the application.



# Case study

## Building Buloke 2030

### About the project:

The Building Buloke 2030 plan was a project to deliver an integrated community planning process to develop uniform community plans for the 10 rural townships within the shire. Building Buloke 2030 set out to undertake a community consultation process unlike anything the Buloke Shire had attempted before. A \$90,000 funding injection from the Government's Building Better Regions Fund was topped up with \$30,000 from the shire to fund the project.

### Why is this important to the community?

*"All the communities within the shire were at different levels of community planning, meaning there was no uniformity. Some towns had up-to-date plans, some were very dated, and some towns had no future plan at all. Through this project, we got communication from residents of the 10 towns, which we collated to provide an integrated community response about the way forward."*

### Why were you successful in obtaining the grant funding?

*"We really highlighted the value of the project in view of the changing climatic and economic environment and its impact on rural communities and put forward a strong case for favourable funding ratios in view of the shires locality and resulting resourcing challenges. A strong in-kind contribution from council in relation to community engagement was also part of its success."*

### Any advice to other councils about obtaining similar funding?

*"Because this project covered residents from throughout the local government area, it had the ability to engage and benefit a wide percentage of the population. Having a well-prepared plan and succinct documents through the planning process also helped."*





# Case study

## Activating Swan Hill Riverfront Precinct

### About the project:

The project will connect the iconic Swan Hill River to Swan Hill's central business district, transforming the current under-utilised and restricted area into an active play area. Almost \$2 million in government funding under the Building Better Regions Fund, as well as a \$1 million injection from Swan Hill Rural City Council, will see the state-of-the-art precinct take shape, including new skate park and regional play precinct focusing on an all ability play area.

### Why is this important to the community?

*"The Activating Swan Hill Riverfront Precinct will allow residents to increase their physical activity by utilising the new green spaces and active play areas. It will increase social inclusion for members of the community from all demographics as well as give the community a sense of pride in its town. We think it will support the livability factors of the city and prove a drawcard for families*

*to spend time outdoors and together in the community. We also expect there will be new economic development in the city, reviving old businesses and attracting new businesses to town."*

### Why were you successful in obtaining the grant funding?

*"Our application included a fully scoped and designed project, including a breakdown of all costs. An economic impact analysis was undertaken in advance and submitted within the grant application. The council also used supporting evidence from others, including business and health sector advocates."*

### Any advice to other councils about obtaining grant funding?

*"Ensure you have done detailed planning before submitting a grant application. An economic assessment for both the construction and operation phase is essential. Evaluation procedures should also be covered within the application."*



# Case study

## Bass Coast Young Leaders Program

BASS Coast students have been given the opportunity to spend a 'mad minute' and lunch date with the town's mayor, firing random questions at him as part of the Young Leader Program.

The students nominated for the program participated in the day-long workshop aimed to bring students together in a fun and dynamic way.

Mayor Cr Brett Tessari said the event was his most enjoyable day as Mayor to date.

*"The mad minute is fun, students get to fire as many questions as they can at me, some funny, some witty and many very clever," he said.*

*"We extended the minute, because we were having so much fun."*

The theme of this year's workshop was 'my tribe, my community' with a focus on exploring the unique aspects and opportunities available in Bass Coast.

Students participated in a range of activities and workshops from a Thai cooking class with Small Change, Big Change, a local organisation supporting refugee families, to music making and barefoot bowls.

*"The lunch provides a great opportunity for council staff and councilors to meet some of the wonderful young people in our community," said Cr Tessari.*







# What makes a good application?

Grant assessors have an important role to choose the right project application to match the intention of the grant. They need to keep in mind that there is a need for the particular project. Careful consideration needs to be given as to whether the applicant can deliver on the proposal on time and with all outcomes achieved.

Assessors look for:

- Projects that are going to make a difference to the local government area or community
- How many people the project would positively affect. Ideally the project should benefit a large proportion of the population.
- Is the project and outcome realistic with a high likelihood of success?
- Is the project something new or visionary that has not been achieved to date due to a lack of funding?
- Does the project have broad community support and appeal?

Government grant applications can be involved and take considerable time to apply for, so we have included some key tips to assist:

## Understand the grant program and check eligibility:

Before completing an application, make sure you have read all the documents available about the grant, including the criteria which you need to meet to be considered in the selection process. If you are not sure, ring the agency or organisation responsible for the grant and discuss your potential application with them.

## Addressing selection criteria:

Addressing selection criteria correctly and succinctly is key to a successful application. Be sure you are familiar with all the documents in the application pack as well as any relevant supporting material. Put yourselves in the shoes of the grant assessor who will not be familiar with your project and will be reading hundreds of similar pledges.

Your application needs to be the standout to achieve the result you are after.

- Define the aims and objectives of the project what you hope to achieve and how this meets the funding criteria
- Explain real outcomes of the project and how these are measurable.
- Demonstrate how you will deliver the project

The simple adage of what, why, how, is a methodology that can be adopted to most grant application processes.

## What

Be sure to describe your project with definitive responses about exactly what it is you are proposing and what you expect the outcome of the project will be.

## Why

Your application should demonstrate that there is a strong need for the project in the identified community and/or for the target group. It helps to highlight the level of community support for the project.

Where possible, support this with evidence and always remember to cite references.

Depending on the outcomes sought be the fund you can use social, financial, health or environmental reasons as part of these causes.

Remember for the more localised your project is, the more localised and specific your data needs to be. Use facts and solid evidence to back up your application – if you can put an accurate dollar figure on this do so. You should also provide details of how you will evaluate the success and progress of the proposed project. This will give the grant assessor the confidence in your project to hopefully proceed.



## How

Your application should demonstrate your organisation's capacity and your staff capability (experience and qualifications) to deliver the grant objectives, including the relevant expertise, skills, qualifications and experience of your executive, directors and those that are or will be involved in the management and delivery of proposed services.

This is the time to include Human Resources information, subcontractors or partnerships that are going to be put in place to support your organisation to achieve the project outcomes.

## Risks

When completing the application process, it is important to consider any risks that could be associated with the project. These could be financial, social, seasonal or accountability risks. If there are deemed risks, it is important to outline those in the application with a strategy or how you will best mitigate these risks. Even provide a backup plan if required.

## Supporting documents

Each funding program will have its own requirements for supporting documents – it's important to check that you include any documents that are requested but it is not necessary to include any additional as these will not be assessed.





# Case study

## Live4Life Benalla

Benalla Rural City Council is leading the charge in the fight against youth suicide within the region.

Piloting the Live4Life whole of community youth suicide prevention model in 2017, more than 360 students and 90 adults have been trained in Mental Health First Aid within the shire since then.

The Live4Life model was first developed in 2010 in the Macedon Ranges to improve mental health outcomes.

It achieved great results with huge improvements in the mental health knowledge of all students from Year 8 to 11.

Benalla community coordinator Sheree Brown said the project aimed to increase the mental health of teachers, parents and carers.

*"We want to reduce barriers to seeking help for emerging or current mental health issues in young people," she said.*

Live4Life aims to increase the community's awareness of where they can source local professional help.

*"We are aiming to decrease the stigma and build community resilience to address common mental health problems," she said.*

Live4Life is an initiative that is run by Live4Life Inc.

The community partnership implementing the program alongside Benalla Rural City Council includes NE Tracks LLEN, Tomorrow Today Foundation, Victoria Police, Benalla Health and Hume Central Hume Primary Care Partnership, NESAY, NECAHMS and local community members.

The Live4Life Youth Crew assist in the delivery of this vital service in partner school schools with Benalla Rural City with the support of the Benalla Rural City Council's Youth Development team, Live4Life Educators and school staff.

Youth crew members support and mentor young people through a variety of learning and participatory opportunities including developing leadership and advocacy skills in the area of youth mental health.

Benalla Live4Life Crew members need to be in Year 9 or 10 in the year they volunteer and attend one of the three Live4Life schools (P-12 College, FCJ and Benalla Flexible Learning Centre).



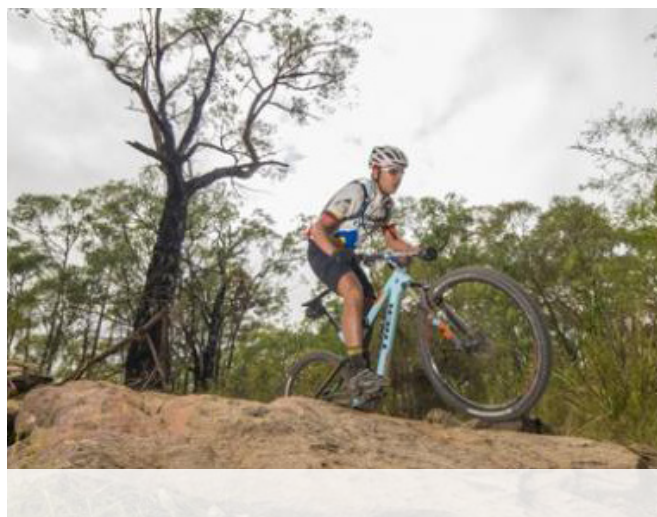


# Case study

## Forrest Mountain Trails Detailed Design Plan

### About the project:

The Forrest Mountain Trails Detailed Plan project will deliver a comprehensive development plan that integrates research data to facilitate a new trails network. The plan will cover facility enhancements, new mountain bike trails, a skills park as well as critical road safety infrastructure. A \$100,000 grant was received from the Government's Building Better Regions Fund with a matching grant of \$100,000 from the shire.



### Why is this important to the community?

*"The project responds to the popularity of mountain bike riding in the region. The development of new trails and the upgrade of existing trails will secure Forrest as a key mountain bike and tourist destination in the Great Ocean Road area. The plan highlights the fact an increase in the number and variety of trails is critical to ensuring Forrest's Trails can be used by a variety of riders at different skill levels. The design plan will create an investment-ready product to ensure visitors return to Forrest and addresses important considerations such as cultural heritage and vegetation assessments within its planning process."*

### Why were you successful in obtaining grant funding?

*"We demonstrated the economic benefits the plan would bring to the community as a whole."*

### Any advice to other councils in obtaining funding?

*"Use any backing material you can within the application process - we used a strategic plan which detailed exactly what actions were required to secure economic success and an environmentally-sustainable product. This created demonstrated a shared vision from trail users, local government and local agencies."*





# Case study

## Recreational Lakes Amenity Upgrade Project

### About the project:

The Recreational Lakes Amenity Upgrade Project will see new and improved amenity blocks built at Watchem and Wooronook Lakes in the Buloke shire. The amenity blocks will feature additional showers and appropriate facilities to support people with a disability. The \$735,000 grant received from the Government's Building Better Regions Fund will also renovate the Tchum Lake amenity block through extensions to enhance the quality and capacity of the facility. It will complement the total project cost of \$980,000, met by the shire.

### Why is this important to the community?

*"The existing amenities were decades old and did not provide adequate or modern facilities to support their growing use. The recreational lakes in the Buloke Shire are an integral part of the community and provide important camping, fishing, swimming, water skiing and other recreational pursuits. In addition, the lakes generate a significant amount of activity in the local economy, as many residents and tourists flock to the lakes during the summer and*

*holiday periods. The whole lake area is now more user-friendly to visitors of all ages. In addition to the upgraded amenities improved signage highlighting the cultural heritage of the areas across all three lakes improve the visitor experience."*

### Why were you successful in obtaining the grant funding?

*"We developed a strong business case highlighting the importance the recreational lakes play in the local economy and gained support from Regional Development Australia (Loddon Mallee). Additionally, the project was discussed with the local federal member and gained support for the project through their office. The project formed part of Council's Major Projects Pipeline, a strategic document presented to all levels of government highlighting council's future community needs."*

### Any advice to other councils about obtaining similar funding?

*"While it is fundamentally important to have a strong business case for projects of this nature, it is also important for individual organisations to present their information strategically and advocate strongly for their communities."*



# Case study

## Evolve and FReeZA

Strathbogie Shire Council is committed to supporting young people within the shire with the implementation of the FReeZA and EVOLVE committee programs.

FReeZA is an innovative youth development program that provides young people between the ages of 12 and 25 with the opportunity to attend affordable and accessible music and cultural events.

Funded by the State Government, FReeZA events are focused on the areas of music, arts and culture.

The program has been rolled out in shires around regional Victoria with great success.

FReeZA attracts more than 140,000 young people each year to events that take place in safe, fully supervised, drug, alcohol and smoke-free venues across Victoria.

Participating in FReeZA builds self-confidence, creates and develops professional relationships and provides opportunities to explore various education and employment pathways in the music industry.

FReeZA funding has made the EVOLVE Youth Committee possible.

Clare Allen from Strathbogie Shire said the EVOLVE committee was a group of young people who meet to discuss, plan and manage a number of events catering to the diverse needs and interests of youth in the Strathbogie Shire community.

*“The funding has allowed council to play a role in building the capacity of local youth by providing networking, development and social opportunities.”*

Young people in the Strathbogie Shire can become part of both the FReeZA and the EVOLVE committee. FReeZA offers young people the chance to make decisions and lead in the staging of events, while also networking with local businesses, schools and other organisations.

The EVOLVE youth committee meet on a weekly basis to discuss, plan and manage a number of events catering to the diverse needs and interests of the youth in the Strathbogie community. Young people aged between 12 and 25 can be involved.





# Case study

## Cobram Community Soccer Pavilion

### About the project:

Constructed at the Cobram Showgrounds Apex Reserve, the project includes the construction of a new community multipurpose sports pavilion, which will include female friendly change rooms. It will benefit soccer, netball and basketball players that use the precinct. An injection of \$615,000 from the Federal Government's Building Better Regions Fund will support the \$1.2 million project. An additional State Government grant of \$472,830 was also received to help with the project.

### Why is this important to the community?

*"The project will provide a safe and comfortable environment for both males and females to shower and change after sporting events. Soccer has been thriving as a sport in Cobram for more than 60 years, and for much of this time without decent clubrooms and changing facilities. There are now more than 300 children playing in the junior league and 10 Cobram Roar Soccer teams, totalling 465 registered players. There is also as a full complement of netball and basketball teams who will also take advantage of the construction."*

*"The construction of the new multipurpose sports pavilion will give Cobram the opportunity to host more regional and*

*statewide tournaments. This will bring more visitors and revenue to the town annually and boost the economy in the region. The user-friendly space will also be used as a social pavilion, with a direct link to the adjacent basketball stadium."*

### Why were you successful in obtaining the grant funding?

*"The project was originally identified in the Moira Shire Council Plan of 2009. Since then, the council has been working in conjunction with the State and Federal governments and the local community to push for grant funding so works could begin. There was additionally a strong push from the soccer fraternity. The council was successful in using REMPLAN data to highlight within the grant application the direct economic impact of hosting regional and state tournaments once the facilities were constructed."*

### Any advice to other councils trying to obtain similar funding?

*"Get community buy-in - have master plans and a strong planning process with accurate cost estimates. It is important to explain within the grant applications the purpose and project outcome. Supporting documents from governing bodies and in this case from the FFV (Football Federation Victoria) and FFA (Football Federation Australia) were essential."*



# Case study

## Omeo Mountain Bike Trail

### About the project:

The Omeo Mountain Bike Destination Project will see Omeo become a nationally significant mountain bike hub. A total of 174.5km of new trail has been conceptually designed providing experiences for all ability levels including beginners. Government funding under the Building Better Regions Fund provided \$1.5 million in funding to make up the \$3 million budget for the first stage. This will help fund the first stage of the project, including a detailed track design for stage one and two, as well as the construction of the first seven mountain bike trails covering 81km and the associated infrastructure. The project will help secure East Gippsland as an adventure destination.

### Why is this important to the community?

*"The construction of the track will deliver wide-reaching benefits to Omeo including more than 60,000 additional visitors per year. It will also bring more than \$28,450,000 in direct and indirect economic impact to the region per annum. It is anticipated that six new businesses directly related to the project, with 15 to 30 new employees will support the infrastructure."*

*"Mountain bike holiday destinations are increasing in popularity but there are very few places in Australia that capture the key elements to execute this successfully. The Omeo project has the backing to expand the shire into this growing tourist market. Research has shown that mountain bike riders represent a middle-upper and income earning market that will typically seek middle to upper range accommodation and food and beverage offerings. This means restaurants, motels and hotels and bed and breakfasts will benefit from that flow-on effect."*

### Why were you successful in obtaining the grant funding?

*"We applied for numerous grants to fund the Omeo Mountain Bike Destination Project. The council had already conducted an extensive feasibility study into the project that put them in great stead for the grant application process. The study enabled them to showcase the economic benefits to not only Omeo but surrounding towns and infrastructure."*

*"Throughout the application process, the mayor and local member rallied behind council to support the project, constantly liaising with Government officials in their support of the project that would financially benefit the region as a whole. The council also had strong community support from the mountain biking community, local businesses and tourism operators."*

### Any advice you would give to other councils trying to obtain similar funding?

*"It is important to start with strong community support for the project. When a community is behind a project it provides more momentum. The grant application process can be long and require significant detail and planning so make sure you continually advocate hard for your project and ensure all bases are covered within your application. Don't let anything be left up to interpretation."*





# Case study

## Recreation Futures in Northern Grampians

### About the project:

The Recreation Futures Project was designed to deliver leadership skills and capacity building workshops to the St Arnaud and Stawell Recreation Advisory Groups as well as the Stawell Parks Precinct Plan. The Advisory Group was made up of representatives from all local sporting clubs, as well as community leaders. These leaders were responsible for providing direct input into council's planning and development within sport, recreation and leisure throughout the shire. The project received \$18,700 under the Government's Building Better Regions Fund and community investment scheme to get the project off the ground.

### Why is this important to the community?

*"The advisory group members from the shire each gained governance and strategy development skills by taking part in the project and can take these skills out into the Northern Grampians community and further educate interested parties into the future. The learning attained from the project, coupled with each member's individual experience, will help with the delivery of major projects within the shire."*

*"Part of the project also provided the Stawell Recreation Advisory Groups with the capacity to drive the development of the Central Park and Cato Park Master plans. The Northern Grampians Shire Council has recently purchased the former Waites Robson Stonemasons site. The project workshops allowed representatives to explore the long-term future and development of the region's landmark recreation precinct."*

### Why were you successful in obtaining funding?

*"The project successfully met the grant criteria and objectives and the council was successful in showcasing the positive outcomes the funding would bring to community members."*

### Any advice you can give to other councils attempting a similar venture to obtain funding?

*"Ensure the benefits of the project and how those benefits will be achieved are made very clear within the grant application process. Include specific information about how the project will benefit the community not only while it is happening but long-term."*



# Case study

## Early Learning Centre co-located at Warragul Primary School

### About the project:

Baw Baw Shire Council secured State and Federal government funding to construct an Early Learning Centre to be co-located at Warragul Primary School. It will comprise of multi-use rooms designed for kindergarten and playgroup use during school hours as well as allied health and early intervention services like speech pathology. The Warragul Early Learning Centre will provide 132 kindergarten places with a capacity of 66 students per session. The building will also feature two activity rooms, lounge and waiting room, two consultation rooms for allied health professionals and maternal and child health services, staff and meeting rooms, additional car parking and landscaping and signage works. The total budget for the project to be complete is \$3.2 million. Baw Baw Shire Council secured \$650,000 in State Government funding and \$800,000 Federal Government funding under the Regional Jobs and Investment Packages (RJIP) funding. Council contribution of \$970,000 and a contribution levy of \$781,000 make up the total funding contributions. The project is due for completion mid-2020.

### Why is this important to the community?

Baw Baw Council Grants and Advocacy officer Tim Sweeney said the shire's population was growing significantly particularly in Warragul and Drouin. Figures show the overall annual growth rate for the shire was at 2.9 per cent, significantly higher than the 1.8 per cent state average.

*"This is where our biggest cohort of young families are moving too and kinder places are at capacity, we just can't keep up with the demand which is why there was a need for the new Early Learning Centre. The centre would provide these desperately needed kindergarten places within the shire," he said.*

He said the centre being based within Warragul Primary School would be

beneficial to families with multiple children meaning one drop off for parents.

*"The co-location will also help with an easy transition for children in kinder to then move to primary school within the same education facility and offer huge economical benefits to the shire with the employment of tradespeople.*

*"This is a big project with a lot of people involved and these people will be spending their money within the shire as well."*

### Why were you successful in obtaining grant funding?

*"Strategic plans and documents, as well as supporting data about the growing community and lack of education places, added weight to their grant application. The project will provide ongoing benefits to the community and build the additional infrastructure needed to support the growing community."*

### Any advice to other councils?

*"Provide as much information as possible within a grant application and ensure all the application criteria and conditions were answered. We had a lot of endorsement for the project from the community, local government and stakeholders. We maintained strong lines of communication with all stakeholders throughout the grant application process. It was about keeping everyone aware of how the project is proceeding - this is a big project involving many members of the community."*







# Final checklist

Use the following checklist to help prepare an application for grant funding.

## **Respond to all selection criteria**

- Answer all criteria within the word limits specified in the Application Form.
- All selection criteria are equally important, unless specifically stated.

## **Attach requested supporting documentation**

- Only attach supporting documents as specified in the application form.

## **Prepare your application in advance of the closing date and time.**

- Late applications may not be accepted.

## **Keep a record of your application**

- You will receive an electronic receipt when you submit your application, but ensure you make a copy of the entire package and keep it on file for your own records.

## **Check the website regularly for updates**

- Regularly review information provided on the funding round page during the application open period. This includes questions and answers that may be updated throughout the process.

## **Success**

In most cases you will be contacted in writing with the outcome of your grant submission. In the unfortunate event you are not successful, remember you can always rework your application and apply again at another time.

Important things to consider going forward are:

- Find out the reasons why your application was not acceptable if possible.
- Keep an eye out for more suitable grant programs
- Are there any other organisations already doing this project?
- Is your focus too broad or too narrow?
- Was your application clear enough?

If you have discovered your application has been successful, now is the time to put all the planning into action. You can now construct a media release and hold a press event if appropriate to alert the media about your successful grant funding and how the plans are progressing. A small grant might require a thank you letter and acknowledgement, while a larger grant for infrastructure might involve a political announcements and doorstep and interview opportunities.



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