

Be clear about the purpose and objectives of your group or organisation

Thinking about the purpose and operations of your organisation and ensuring that the project for which you are seeking support 'fits' with your strategic plans.

Be prepared to answer clearly and succinctly questions about:

- Why your organisation/group exists?
- What your organisation/group does?
- How your organisation/group operates?
- Who your group/organisation provides services/activities to?
- When your organisation/group provides services and activities?
- Where your organisation/group provides services/activities?

Developing your Organisation provides a step-by-step process for framing answers to these questions, for further information visit wiki.qut.edu.au

Develop your project idea, and match projects to the real need of the community

- Consult with community stakeholders regarding the need for, and outcomes of, your project.
- Create statements describing the need your project is addressing and the benefits it will bring.
- Identify what resources your group/organisation can contribute and consider what other resources and support will be required for the project.

Examine all areas of potential support (funding, partnership or project income)

Be sure the purpose of the grant matches the funding body's criteria as funding is more likely to be granted to projects that match the guidelines of the funding body.

- Identify potential sources of support - government, philanthropic trusts, community and corporate partners and social enterprise.
- Assess which funding body would be most appropriate for your project.
- Obtain the grant application and guidelines and determine whether your group/organisation and its intended project match the criteria.
- Consider a range of sources of support and evaluate feasibility of the project.

Develop a plan for the submission or proposal

- **Aim** clearly describes what the project will do; who will benefit from the project; and the overall purpose of the project.
- **Objectives** are the measurable outcomes of the project. They define the strategies/activities that will be undertaken during the project.
- **Strategies/Activities** define the practical components of the project that will be implemented in order to achieve the stated outcomes.
- **Tasks** are the steps that will be undertaken to ensure the strategies/activities are implemented.



Preparing a Submission or Proposal

Basic Steps

Prepare a budget outlining the costs associated with the project

- Provide a detailed budget that includes all items of expenditure and income.
- Make sure that you are aware of what items the funding body will and will not fund as part of your project.
- Ensure you include in-kind donations as part of your overall project budget.
- Clearly identify what items for which you require funding from the funding body.

Develop evaluation strategies & performance indicators

Performance Indicators translate general concepts about the projects and its expected effects into specific measurable parts. Indicator's assist in deciding upon what will be measured and what tools will be utilised to collect the evidence of the success of the project's outcomes.

The actual writing and presentation of the submission or proposal

- Read each question and complete them accurately and concisely.
- Clearly describe the purpose of the project, its objectives and outcomes, the activities that will be undertaken and who will be responsible, how the success of the project will be measured and all financial considerations.
- Gather and attach the required supporting documentation.

Follow-up for the submission/proposal

- Maintain communication with the funding body and lobby for funding.
- Keep stakeholders updated about progress of submission/proposal.
- Consider carefully either acceptance of funding or appealing the funding decision, where appropriate.
- Plan for grant acquittal.

