

Grant Information Workbook



Name:

Date:

Activity name:

Section 1 – Activity details

Describe what your activity will involve.

Start with bullet points that can then be formed into sentences for an application.

Section 2 – Responding to assessment criteria

2.1 Merit (35% weighting)

How will your activity respond to an important need/opportunity?

What are the activity's objectives and success measures?

What is the alignment with the activity and a plan/strategy objective?



Section 2 – Responding to assessment criteria

2.2 Benefits (35% weighting)

Will the applicant/activity have focus on benefitting the community?

Which groups will the applicant/activity help connect?

Section 2 – Responding to assessment criteria

2.3 Capacity (20% weighting)

Is there a clear, logical plan for the activity progression? (e.g. who needs to do what and when)

A balanced and detailed activity budget will need to be provided (e.g. itemised income and expense details).

Section 2 – Responding to assessment criteria

2.4 Sustainability (10% weighting)

Is the activity likely to be able to be continued/have lasting community benefits without future grant funding?



Section 3 – Budget

Income should describe both financial and 'in-kind' contributions. Financial contributions refer to funds that your group, partners, or donors will contribute to the activity. In-kind contributions refer to the financial equivalent (cost) of volunteer hours that will be contributed (at a rate of \$46.62 per hour). It also refers to the financial equivalent of other in-kind contributions - for example, what it would cost to hire an item that has been provided free of charge on loan for the activity.

1. INCOME TYPE	
e.g. Community grants funding requested, other funding/income, in-kind support	AMOUNT (\$)

2. EXPENDITURE - REQUESTED GRANT AMOUNT	
List the expenditure items that the grant will be funding. Do not include GST.	AMOUNT (\$)

3. EXPENDITURE - ORGANISATION CONTRIBUTIONS	
List items the grant will not be covering.	AMOUNT (\$)

Ensure you have the following ready before you apply:

- Name of Strong Communities Officer you have spoken with
- Annual report (if applicable)
- Completed budget
- Insurance Certificate of Currency (if applicable)
- Letter of agreement from your building/land owner (if applicable)
- Quotes from suppliers
- Any other letters of support

Now you are ready to make a start!