Top 5 tips to writing your grant application

1. Check your eligibility

Before you get started check that your organisation is eligible to apply for the grant.

If you wish to apply, you must meet the eligibility criteria:

- be based in Queensland and the activity must be delivered in Queensland
- have a valid Australian Business Number (ABN)
- be a company incorporated in Australia
- be a company limited by guarantee
- be an incorporated trustee on behalf of a trust
- be an incorporated association
- be a partnership
- be a registered charity or not-for-profit organisation
- be a local government body
- be a Queensland Government approved kindergarten program provider
- be a School Parent Association.

To find out more, please read the program guidelines: www.datsip.qld.gov.au/ilg

If you are unsure of your eligibility please contact the Culture and Reconciliation team by:

Email: ilg@datsip.qld.gov.au
Phone: (07) 3003 6394

2. Prepare your application

To prepare your grant application take some time to:

- check the application closing date to see how much time you have to complete your application.
- check what supporting documents you will need to include such as letters of support from language owners, communities or organisations, School Principal.

Letters of support are important!

A key part of the grant program is to include the involvement of your community Aboriginal and/or Torres Strait Islander people in the design, planning and delivery of your project/activity. Evidence of inclusion and support must be provided.

If you are a School Parent Association, then a supporting letter from your School Principal must be included.

3. Research how much your project will cost

Before writing your grant application and project plan research how much your project will cost.

Remember:

- You may need to get quotes for parts of your project
- Make sure your budget is fully allocated. For example, if the total budget for your project costs $7,000 and you have applied for the $5,000 local community grant tier. You will need to break down the $5,000 budget you are asking for.

<table>
<thead>
<tr>
<th>Item</th>
<th>Total cost of your activity</th>
<th>Allocation from the Indigenous Languages Grant</th>
<th>Details of in-kind or financial contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research, archive and project initiation</td>
<td>$3,000</td>
<td>$2,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Collaboration and engagement (including engaging language owners, Elders and community members)</td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Production (digital, design, video or print)</td>
<td>$2,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Marketing and promotion (if applicable)</td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$7,000.00</strong></td>
<td><strong>$5,000.00</strong></td>
<td><strong>$2,000.00</strong></td>
</tr>
</tbody>
</table>
When researching your project cost, it is important to consider what other funding sources are available and include this in your grant application. Other funding sources could include:

- local councils
- philanthropic organisations
- members of Parliament
- local businesses
- volunteers
- in-kind contributions

4. **What to include in your grant application**

When writing your grant application, make sure you outline:

- a description of your project
- What you hope the project will achieve
- Why is your project important?
- Who will benefit from the project?
- Who will your project target and how many people?
- How the project matches the objectives of the grant program?
- Where will your project be delivered?
- How you will deliver your project by 26 November 2021?
- A timeline of when key deliverables will be achieved
- Who are the key people that will help you deliver your project?
- How you will measure the success of your project?

Remember to keep your responses clear and concise. Word limits will apply to the responses.

5. **Submit your application by the closing date**


If you are unable to access SmartyGrants, a paper copy form can be completed, scanned, and emailed to ilg@datsip.qld.gov.au.

Applications close 11.59 pm (AEST) Tuesday, 6 October 2020.

For more information, please contact the Culture and Reconciliation team by:

**Email:** ilg@datsip.qld.gov.au

**Phone:** (07) 3003 6394