

# 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](http://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](mailto: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.

Item	Total cost of your activity	Allocation from the Indigenous Languages Grant	Details of in-kind or financial contribution
Research, archive and project initiation	\$3,000	\$2,000	\$1,000
Collaboration and engagement ( <i>including engaging language owners, Elders and community members</i> )	\$1,000	\$1,000	
Production ( <i>digital, design, video or print</i> )	\$2,000	\$1,000	\$1,000
Marketing and promotion ( <i>if applicable</i> )	\$1,000	\$1,000	
<b>TOTAL EXPENSES</b>	<b>\$7,000.00</b>	<b>\$5,000.00</b>	<b>\$2,000.00</b>



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

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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

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When you are ready to submit your application, go to: <https://datsip.smartygrants.com.au/ilg2020> to complete your application through SmartyGrants.

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

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