Community Funding Program
Useful tips for Grant Writing

The Community Funding Program is offered to assist incorporated 'not-for-profit' community organisations in providing opportunities that benefit the wider Colac Otway Shire community, and help in achieving goals and outcomes consistent with Council's objectives and priorities.

The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects.

Council's Community Funding Program guidelines and application forms are available in electronic form on the Council website: www.colacotway.vic.gov.au

The Community Funding Program is divided into four Categories:

1. Community Funding – Recreation Facilities
2. Community Funding – Community Projects
3. Community Funding – Small Equipment & Training (total project cost up to $2,000)
4. Community Funding – COPACC Assistance

These tips have been prepared to give you a practical guide for completing Council's Community Funding Program application.

- Give yourself enough time to gather the required information in order to submit your application by the funding deadlines.
- Plan in advance – clearly establish need, who benefits from your project, why you need a grant, cost (get quotes), timeline, etc and draw up a table to reflect this.
- Make sure you read the application guidelines, including eligibility and funding conditions. This will assist in the quality of your application and ensure your project meets the funding assessment criteria.
- Grant funding is competitive. When writing your application think about why your project stands out and why your project should be chosen above others. Provide evidence and/or a compelling reason for your club/organisations to receive the funding requested.
- Make sure all questions are answered, including all budget requirements. The program guidelines stipulate that your group should contribute on a $1 for $1 basis (up to a maximum Council contribution of $5,000 for Recreation and Community Project Categories or $1,000 for Small Equipment and Training Category).
- Most applications, regardless of who the funding body, will ask for an outline of your project aims and objectives (the things you hope to achieve) and your strategies for achieving them.
- Clearly identify how receiving this grant will meet a need in the Colac Otway Shire community.
- Keep it simple and clear, and include all the necessary requested information.
- Tell the story as it is, including numbers. Your application will benefit from a more thorough description of what you hope to achieve and why.
- Provide relevant contact details for further information – include as many details as you can, including email.
- Ensure you complete the checklist on the front page of the application form.
- Remember to keep a copy of your completed application form for your club/organisation's reference.

For further enquiries, please **contact Council's Recreation and Open Space Department on 5232 9400** who can provide you with assistance and further information about your application and this program.

Completing the Community Funding Program Application Form:

Area of Application	Questions to consider – answer relevant to your project
(1) Description of Your Project	Provide a brief description of your project including the Project Title, its aim and anticipated benefits to the Colac Otway Shire community. • What is your project? Describe/define your project in two or three sentences. o Consider how your project fits with the funding program guidelines. • What are you actually aiming to do? List the main tasks you will undertake to complete this project. • Explain if your project is about running activities, construction, or planning for future directions. • If the project is about running activities mention the type of activities that will be run (eg. Tennis, training people, writing a business/sports plan, developing a master plan for a reserve, etc). • What you are requesting funding for (what will you use the funding to do?)

(1a) Why is this project needed?	Assume the person reading this knows nothing about your organisation and community so make the effort to set the scene for them.
	• Why is there a need for this project? What determined or drove the need for this project? What demand exists that has created the idea for this project?
	• What evidence do you have that this project is needed and will benefit your community or group? Talk about why you think your community needs this funding (e.g. it gives people more skills, confidence, opportunities, etc). You need to be able to show that you understand your community. Mention any information you have found out from talking to people about the project. (eg. Parents, coaches, local sports club, community members, etc).
	• Evidence of Need and Community Support could include:
	    o Local newspaper articles
	    o Evidence such as photos
	    o Letters – current and targeted to the project
	• Why will this project make a difference?
	• How is this project supported locally?
	• Do you have evidence to show why this approach will work?

(1b) How will the project be delivered?	How will you deliver and implement your project? What planning has been undertaken to complete the project? Detail the stages involved in your project and how you propose to deliver it. What resources are required to complete the project? • Will it involve knowledge and skills development? • Will the project be an innovative and creative response to the issue? • Will it be sustainable? How will you determine if your project is sustainable? If your project is likely to have long-term impact upon your community, what are those impacts likely to be? Have you factored in future maintenance costs?

(1c) Who is involved?	• Who will manage the project?
	    o Who will be responsible for undertaking the tasks/activities?
	• Who are the partners?
	• Will there be voluntary or in-kind contributions?
	• Does the project actively involve a range of stakeholders?
	    o Who will be involved in the project?
	    o Write about how the community is going to be involved in the project
	    o Who is your project/s targeting?
	    o Who will support your project – do you have their support (in writing)
	Explain how the wider community might become involved in the project.
	• How many people do you think will be involved one or twice, how many people will be involved regularly. You may want to break the number down (eg. how many older adults, how many youth; if you are training people up as activity leaders, say how many will be trained.

Area of Application	Questions to consider – answer relevant to your project
(1d) What will it achieve?	What are the anticipated benefits of the project to the community? (What do you want to achieve by doing this project). • Who will benefit from the project? Who is your target group? Mention if the program is for the whole community or certain members of the community (Demographic groups – gender, age (older adults, youth, women, etc); community groups; What is the expected number of people who will benefit from this project – numbers). • How will it benefit future and current generations? • What are the project/s objectives? Objectives give more detail about what you are going to do. An objective needs to be specific to your project. • What are the expected outcomes/outputs the project is designed to achieve? Explain what will actually happen as a result of your project. Give as many outcomes as you can that are relevant to your project. Give consideration to what will continue to happen in your community once the funded project has finished.
(2) Financial Details	• How much will the project cost? • How will the project costs be funded? – cash, in-kind, grants Note: Funding is provided on a $1 for $1 basis, see the specific program funding guidelines for the contribution amounts and total project cost capping. Consider your financial position – can you do what you say? In-kind assistance/contributions for a project can be included as part of the applicant's contribution towards undertaking the project. In-kind can include how much volunteer time will be spent on the project (in-kind voluntary labour); or detailing goods or services that ae being provided at no cost to the project (donated professional labour, donated plant and/or equipment).
(3) When will your project take place?	• When will you need to start and finish your project by? • When will the task/activities need to be completed by? What is the funding program acquittal date? To assist you in developing your project, give consideration to developing timelines for the project – including any key dates. Think of the main activities that need to happen for your project to be a success, and detail for your organisation when you estimate they will happen.

Budget Details	• You will need to spend some time coming up with a budget for your project.
	   o What are you putting in? What will your contribution be used for?
	   o What will you use the grant funding for? Which components of your project?
	• Examples of cost you may have are: transport, equipment, promotional costs, food, venue hire, training, etc.
	• You must ensure that you include a minimum of two (2) quotes with your application and indicate which quote your organisation is prepared to go with and why.
	In developing an itemised budget:
	• Match budget to activities
	• All items of expenditure under headings
	• Match timelines to budget
	• In-kind support – cost for volunteer time including labour and plant donations

Project evaluation	• When will you need to measure and evaluate your progress? • How and by whom will the effectiveness of your project be measured? • How will this project be sustained after the grant funds have been expended?

Please note: not every dot point above needs to be answered; the dot points are listed as ideas for what to tell us about your project. Answer only what is relevant to your project. Council wants to get a clear picture of your project, so use the above information as prompting questions to assist when writing your funding application.

Community Funding Program
Previously Funded Projects

Community Projects:

- Website upgrades
- Restoration of a vintage bus
- Horse riding arena expansion
- Historic township maps

Hall/community facility upgrades including:
- Plumbing
- Maintenance and upgrades to existing halls
- Sanding and Varnishing Main Hall, Stage and Foyer Floors
- Electrical Upgrades

- Arts projects
- Community programs and participation Programs
- Community sustainable vegetation projects

- Furnish Community Centre (chairs and tables)
- Repairs and replacement of toilets
- Kitchen renovations
- Installation of heating/air conditioning

Recreation Facilities:

- Ground improvements/oval renovations
- Storage/machinery shed
- Security lighting
- Tree planters for safe access and parking at reserves
- New toilets
- Improving watering systems
- Commercial dishwasher
- Lawn turf roller and roller for pitch covers
- Scoreboards
- Repairs and painting of pavilions
- New blinds
- Replacement of tennis umpire chairs
- Repairs to cricket nets
- Heating and Cooling
- Maintenance machinery

- Master Plan for the future development of the Reserve
- Kitchen improvements and storage
- Windows, new chairs and fireproof safe
- Painting of the pavilion
- Reserve gravel road and parking improvements
- Sheltered viewing/spectator areas
- Reserve beautification
- Erection of weather shelters
- Upgrade golf course
- Bowling green resurfacing
- New portable goals
- Connection to bore water supply
- Extension of front verandah of change rooms
- Replace spouting on clubhouse
- Replace plinth surrounding bowling green

Small Equipment and Training (Total Project Cost under $2,000):

- Safety training and equipment
- Training courses and equipment
- PA speakers, microphones and stands
- Laptop
- Portable electronic scoreboard
- Table tennis tables
- Set up office and administration for community/sporting groups

- Competition uniform
- Catering equipment
- New fridge/bar fridge
- New display cabinets and shelves for museum displays
- Musical equipment
- Repair of water pump
- Resuscitation training mannequin

COPACC Assistance:

- Award events
- Battle of the Bands
- Festivals

- Eisteddfod/performing arts School productions
- Exhibitions