

# Northern Grampians Shire Council Community Grants

## Everything you need to know to submit a successful grant application

All the questions about what you need to know before starting a submission and how to apply for Northern Grampians Shire Council Community Grants will be answered in this summary.

### 1 Do you have a clear project idea?

If you have a project idea that has been well thought out, is a priority for your group or organisation, and has been costed, you will find meeting the requirements and writing the application a straightforward process. Being clear about what you want to do, how you want to do it, why you want to do it, and where your project will take place, will make writing the grant application a much easier process.

### 2 Do you understand the purpose of council's community grants program?

Understanding the intentions of the grant will inform you if your project is suitable. Ways in which to gain a deeper understanding of the grant include:

- Researching the purpose and priority of the grant.
- Gaining an understanding of past successful projects.
- Contacting the grants administrator to gauge if your project idea is feasible.

### 3 Have you read the grant guidelines and criteria?

Have the answers to the following key questions before you commit to applying for the grant:

- Do you meet the eligibility criteria?
- Do you have enough time to write a well thought out application?
- Are you insured?
- Do you need to find an Auspice organisation?
- Does your project align with the priority areas?

## Tips for writing your grant



Use professional language that is simple and not flowery.



Use easy to understand words.



Use words that are in the grant guidelines.



Use dot points to simplify your answers.

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For further information call: 03 5358 9027

[www.ngshire.vic.gov.au](http://www.ngshire.vic.gov.au)

**4 Do you know what documentation or evidence you need to include with the application?**

Only include what is being asked in the grant requirements or guidelines. For community grants, you will need to include quotes; however, support letters are not needed.

**5 Do you know what information must be included in the application?**

Read the application form prior to starting so you are familiar with the application sections and questions.

**6 Do you understand the assessment process?**

Once your application is submitted it will go through the three-stage assessment process.

✓ Your application will be checked if it meets all the eligibility requirements. If you complete the eligibility check section in the application honestly and thoroughly your application should be eligible.



The three-member assessment team from the Economic Development and Community Development Assessment Panel complete assessments for each application.



The Assessment Panel come together to make a final decision.

Factors that may contribute towards the outcome include:

- the number of applications
- the amount of funding available
- the number of applications for a particular priority area
- the locality of projects.

**Applicants MUST speak to a Community Development Officer prior to completing their application on 5358 9027**

## Important dates

**25 March- 4 April  
Grant Assessments**



**21 March grant closes**



**By 4 April  
Applicants notified**