

Northern Grampians Shire Council Grants

Tips and tricks to help submit a successful application.

1 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 Understand the purpose of the Grants.

Understanding the intentions of the Grant will inform you if your project is suitable. Ways in which to gain a deeper understanding of the fund 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 Read the guidelines and grant criteria carefully.

Key questions to have the answers to before you commit to applying for the grant include:

- 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 guidelines.



Use dot points to simplify your answers.

4 Know what documentation or evidence you need to include in the application.

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

5 Know what information is required to be included in the application.

Read the application form prior to starting the application to become familiar with application sections and questions.

Understand the percentage weighting of the questions for assessment in the application. Knowing this will assist in understanding where you need to put more detail and effort into your answers. This information can be found in the resources tab on the Community Grants page on the NGSC website.

6 Understand the Assessment process.

Once your application is submitted it will go through a 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 Futures Assessment Panel complete assessments for each application.



The Assessment team come together to make a final decision.

Factors that may contribute towards a final outcome include:

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

You can find the eligibility criteria, guidelines and application forms at <https://www.ngshire.vic.gov.au/Residents/Grants>

Important dates

3 to 14 April
assessments will be conducted



31 March grant closes



Week of 17 April.
Grant applicants notified of
assessment outcomes