



## Gladstone Regional Council - Sport and Recreation Newsletter

### In this issue

- Grant Writing Guidelines
- Easy Tips for Grant Preparations
- Gambling Community Fund



### Easy Tips for Grant Preparations

Keep a Club Information Summary Sheet with important Club details recorded to save you time when preparing a grant. These details should include:

- Incorporation Number
- ABN
- Street and Postal Address
- Lot & Plan Number
- Lease Details
- Bank Details
- Constitution
- Registered members and volunteers

See attached template

### Contact Us

Sport & Recreation Section  
Gladstone Regional Council,  
PO Box 29,  
Gladstone QLD 4680  
Ph: 4976 6300

Email:  
[sport&recreation@gladstonerc.qld.gov.au](mailto:sport&recreation@gladstonerc.qld.gov.au)

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### Grant Writing Guidelines

Successful grant writing involves solid, advanced planning and preparation. It takes time to coordinate, plan, research, organise, write and package your proposal before submission.

Organise your proposal, pay attention to detail and specifications, use concise, persuasive writing, and request reasonable funding. Clearly understand the grantmaker's guidelines before you write your proposal. Make sure the grantmaker's goals and objectives match your grantseeking purposes.

Preparation is vital to the grant-writing process. Solid planning and research will simplify the writing stage. A well-written proposal follows the basic steps outlined below:

1. Prove that you have a significant need or problem in your proposal.
2. Deliver an answer to the need, or solution to the problem, based on experience, ability, logic and imagination throughout your proposal. Make sure your proposal describes a program/project for change.
3. Reflect planning, research and vision throughout your proposal.
4. Research grantmakers, including funding purposes and priorities and applicant eligibility.
5. Determine whether the grantmakers' goals and objectives match your own.

6. Target your proposal to grantmakers appropriate to your field and project, but do not limit your funding requests to one source.

7. Contact the grantmaker before you write your proposal, to be sure you clearly understand the grantmaker's guidelines.

8. Present your proposal in the appropriate and complete format, and include all required attachments.

9. State your needs and objectives clearly and concisely.

10. Prepare an interesting, persuasive and unique proposal.

11. Always cover: project purpose, feasibility, community need, funds needed, applicant accountability and competence.

12. Be specific about broad goals, measurable objectives, and quantified outcomes.

13. Follow-up with the grantmaker about the status, evaluation and outcome of your proposal after it is submitted. Request feedback about your application's strengths and weaknesses.



### Gambling Community Benefit Funding Program

NFP groups in QLD can apply for grants from \$500 to \$35,000 through the Gambling Community Benefit Fund.

Round 96 will open mid-January 2018 and close 28 February 2018.

The Office of Liquor and Gaming Regulation administer the fund and invite all eligible organisations to submit grant application to the fund via the online portal. For more information and to apply, please go to

<http://www.justats.qld.gov.au/corporate/sponsorships-and-grants/grants/community-benefit-funding-programs>

Remember.....Don't practice until you get it right. Practice until you can't get it wrong.



## Club Information Summary Sheet

Having your club's basic information summarised on one page gives you a handy reference guide to questions you may need to answer at a moment's notice. The summary sheet below is information generally required for most grant applications, lease renewals and sponsorships.

**Organisation's Legal Name:** \_\_\_\_\_

**Incorporation Number:** \_\_\_\_\_ **ABN** \_\_\_\_\_

**GST Registered:** Yes or No \_\_\_\_\_ **Established Since** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Lot Number:** \_\_\_\_\_ **Registered Plan Number:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Bank Account Name:** \_\_\_\_\_

**Banking Institute:** \_\_\_\_\_

**BSB No.** \_\_\_\_\_ **Account No.** \_\_\_\_\_

**Total Members:** \_\_\_\_\_ **Junior:** \_\_\_\_\_ **Senior:** \_\_\_\_\_ **Male:** \_\_\_\_\_ **Female:** \_\_\_\_\_

**Services & Activities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Goals & Objectives:** \_\_\_\_\_

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