HARMONY ALLIANCE

MIGRANT & REFUGEE WOMEN FOR CHANGE

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GUIDE

GRANT WRITING

Doing more for your community

Grant writing is an important skill for all not-for-profit organisations. A grant is a fund (an amount of money) given to a not-for-profit group or project for a specific purpose linked to a public benefit. Grant funding can help you to start projects, increase the number of people you help, improve your capacity, and contribute more to your communities. Being able to write good grant applications will increase your ability to get funding for your projects.

A good grant application is all about the what, why, who, how, when and where of your work.

Good grant writing skills will mean that you can clearly communicate what you are doing in your community, why it is important, and how it fits in with what the grant-giver (the funder) is doing. A good grant application tells the funder what is going to happen in your project, why your project needs to happen, who will benefit from your project, how your project is going to happen and how much your project will cost, and where and when your project will be running.

> **What?** **How?**
> **Why?** **When?**
> **Who?** **Where?**

You may have a few different projects which you would like to implement. It's a good idea to put together a list of projects (like a project library) so that you can be ready to write a grant application when a new grant becomes available.

Before you start

Before you start writing a grant application, it is important to know about the funder and the types of grants available. This information should be on the granting organisation website or in their grant application pack. When you are going through this information, make sure you:

- Check that you understand the grant program and the goals of the grant;
- Check that you are eligible for the grant;
- Check that you are clear on everything you need to provide as part of the grant application; and
- Check the grant application closing date.

It is important to know whether you are eligible to apply for a grant before your start writing as most grant applications will require a lot of time and effort. This work will be wasted if you are not eligible to apply.

It is also important to make sure you submit your grant application before the application closing date. All the work you have put into your grant application will be for nothing if you miss the deadline.

Finally, don't forget to check what information and documents you need to support your grant application. For example, you may need to include previous financial reports or a diagram showing your organisation's structure. You may also need to provide references or letters of support from people in your network. Sometimes it can take time to get these supporting documents ready so it is important to start preparing them early if you can. Some of the most frequently requested documents are:

- Audited financial statements
- Insurance details
- ABN, bank details, proof of your not-for-profit status
- Resumes for key staff
- A summary of your organisation's history, including experience and accomplishments

If you need more information about the grant, you can usually email or call the funder. You can find contact details on the funder website or in the grant application documents. If you have questions, ask them! Don't be scared. Funders need to give their grants out and they are always looking for great projects to fund. Your job is to show them your project through the grant proposal.

Preparing for grant proposals

To write a grant proposal, you will need to talk about your project in detail and how you plan to spend the grant money. This means that before you start writing your grant application, you need to have a well-thought-out project plan already. Good planning will not only make grant writing easier, it will also make running the project easier.

To plan a project, you need to be able to clearly answer the following questions:

What is going to happen in your project?
Why does your project need to happen?
Who will benefit from your project?
How is your project going to happen, and **how** much is your project going to cost, and **how** will you measure its success?
Where is your project going to happen?
When is your project going to happen?

Once you know the answers to these questions, you can put together a project plan and start applying for funding.

Writing the grant proposals

Each grant application will be different but in general you will need to include all or some of the following:

A project title

The title is the name you will give to the project. Try to keep the name short and easy to understand if possible. This helps to tell the funder what your project is about quickly, and it helps them to remember your project. Most grant programs have hundreds of applications from other people. You want your project to stand out. A good project title helps you do this. For example, if you want to start a soccer team for recently arrived refugee women so that you can reduce their isolation in Australia, you could name your project "Soccer for Friends."

A project description

The description is a short explanation of the project in which you will describe what you are trying to do in your project and why it is important. This is a great opportunity for you to introduce yourself and your project to the funder. You should include your goals and objectives in the project description.

A project justification

The justification is an explanation of the needs you want to meet and how your project will do this. The needs can be in your community, group or in-country. Most grant applications will need you to demonstrate that your project can meet these needs. For example, for the "Soccer for Friends" project, you could include research showing that recently arrived refugee women are often isolated when they arrive in Australia. You can then explain that your project will include women in a team sport in which they will meet other women in a

To understand better each part of a grant proposal, we will use an example of a project called **Soccer for Friends.**

What?

The Soccer for Friends project aims to reduce the social isolation of recently arrived refugee women. Through the project, we will be creating a soccer team for refugee women to help them learn new skills and make friends.

Why?

Research by a university shows that 72% of recently arrived refugee women in Australia experience social isolation in the first 5 years after their arrival. The Soccer for Friends project will create a soccer team for recently arrived refugee

similar situation to themselves, where they will learn a sport, and where they will gain valuable language skills to make more friends in Australia. You will need to include evidence to support your explanation. This could include research by other organisations on the area where you are planning to work or reports by community members outlining their needs or gaps in service delivery.

A project plan

The project plan is where you write in detail about what you are planning to do, how you're planning to do it, and when. This is where you state your goals, objectives, and activities, as well as the outcomes and impact you expect to see because of your project. Remember that your goals are your vision or dream for the future. Your objectives are what you want to do in this project to make your dream a reality. Objectives should always be SMART (specific, measurable, achievable, realistic, and time-bound). For example, a SMART objective for "Soccer for Friends" could be: To set up and manage a soccer team for 30 recently arrived refugee women between the ages of 18 and 35 for 6 months. This objective tells the funder exactly what you are planning to do, for whom, and when. It is also realistic and time-bound. The activities are how you reach your objectives. The outcomes are the changes you expect to see when you achieve your objectives. And the impact is what has happened because of your project. This is sometimes called a logical framework, a results framework, or a program logic in which you show the work you are planning to do and the changes you think you'll see because of your work. A template for a logical framework is here (see Appendix 1). But remember, each grant application will be different so you need to use the funder's format.

You will often need to include a workplan as well which shows the dates of when you are planning to run your activities or deliver your goods so that you can demonstrate the overall timeframe of your project. A template for a workplan is here (see Appendix 2). But again, remember that each grant application will be different so make sure you use the funder's format for

women. Together with women in a similar situation to themselves, they will learn a sport, strengthen their English language skills, and make new friends.

Who? How? When? Where?

Goal – To reduce the social isolation of refugee women in Australia

Objectives - To set up and manage a soccer team for 30 recently arrived refugee women between the ages of 18 and 35 for 6 months in Blacktown.

Activities – Recruit 30 refugee women who have arrived in Australia within the last 5 years for a soccer team; undertake weekly soccer training sessions; undertake weekly conversational English classes for team members; host weekly soccer matches.

Outcome – Increased friendships amongst recently arrived refugee women; increased English skills amongst recently arrived refugee women.

the workplan if they include a specific format.

A project plan might also need to include any risks you have identified which could affect your ability to run the project and how you think you will be able to manage these risks. This is how you show the funder that you understand the community or group you are targeting. A risk is usually something that could potentially go wrong in your project. For example, you could be planning to run the soccer training on your local oval. But bad weather could mean that you can't use the oval. To manage this risk, you need to show that you have identified the risk (the oval is closed) and found a back-up plan for if the risk happens (an indoor training pitch that has agreed to allow you to use their pitch).

To put together a good project plan, you may also need to work with a team of people. For example, you may need to work with the finance people in your organisation as well as the people who will be in charge of running the project if you are successful. These people will have lots of experience on what is realistic to implement and what activities really cost so they will help ensure your project plan is transparent, realistic, and achievable.

A project budget

The budget is where you show the funder what the project will cost. You will often need to show how much each activity costs as well as the total budget. This could include staff costs, transport costs, stationery or asset costs, and any other costs involved in running the activity. A budget template is here (see Appendix 3). If you are getting money from other funders or donations which will be used in the project, you should show where this money will be spent and where the donations will be used as part of the budget. Your organisation might also have overhead costs that are not attached to any objective or activity, but which are important to the running of your organisation. For example, you might have rent or utilities which you need to cover. It is possible to include a proportion of these overhead costs in your project budget, but you

Impact – Increased social integration of refugee women in Australia

Risk Management – Bad weather prevents training on the local oval in Blacktown. Blacktown Indoor Sports Centre has agreed to provide free access to their facilities in the event of bad weather.

should always check in the grant application documents about what costs can be covered with this funding.

Remember, you need to be clear and honest about how much your project will cost and what you are planning to do with the money if you are successful. Try to get as much information as possible about the costs of running your activities before you put together the budget. This may not be the money you will finally get if your application is successful, but if you under-estimate costs, you may not have enough money to run your activities as planned.

A monitoring and evaluation plan

The monitoring and evaluation plan is where you will describe to the funder how you will regularly check how your project is running and how you will collect the information to submit reports to the funder. You will also need to describe how you will work out whether your activities are resulting in the types of changes you thought you'd see. This is also where you will identify any problems in project implementation so that you can address the problems before they derail your project. The monitoring and evaluation plan needs to include the objectives, activities, and outcomes from your project plan.

Funders will often expect you to report back to them about how your project is running on a regular basis. You will also need to submit a final report when the project is finished. To complete these reports, you will need to keep track of your project as you are running it and compare what is happening with your initial plan. This is called monitoring.

An evaluation is where you take a step back and ask what impact your project had on the community where it was running. It usually happens at the end of the project or after some time has passed. An evaluation is often completed by someone who was not involved in the project.

A stakeholder engagement plan

Some grant applications will also ask you to list who your stakeholders in the community will be for the proposed project. Stakeholders are the people or groups in the community who will be involved in your project or who will make a difference in whether your project succeeds. For example, stakeholders could include the other organisations working in your community. In the "Soccer for Friends" project, stakeholders could include the groups supporting refugee families once they have arrived in Australia. These groups could help you to identify women to participate in your project. A stakeholder engagement plan is where you list the stakeholders you will work with for your project and how you will work with them.

Organisation capacity and staff experience

In this part of the grant application, you will need to show that your organisation has the right experience and systems in place to manage the funding and project if you are successful. This could include outlining where you have delivered similar projects or managed similar amounts of money in the past.

You may also be asked to describe the structure of your team and who will be working on the proposed project. You may also need to add the experience of the team members who will be implementing the proposed project.

Stakeholders – Settlement organisations, religious groups, local schools, local community organisations, local soccer clubs in town and local government in town Blacktown.
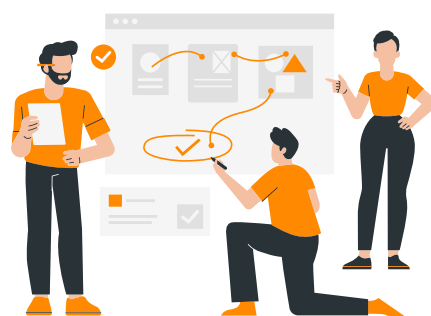
Common errors when writing grants

Here are some grant writing mistakes which you should try to avoid:

- Not addressing some or all the grant criteria. Make sure you understand what criteria you need to address in your grant application and make sure you have shown how your project meets them.

- Assuming the funder knows everything about your organisation. Hundreds of organisations approach funders looking for grants and funders will not remember all the details about each organisation. Make sure your grant application includes everything you need to tell the funder about your organisation.

- Not demonstrating local knowledge or understanding of the issues. Make sure you show the funder that you understand the issues you are trying to address in your project and that you know about the community in which you want to implement the project.

- Mistakes made by cutting and pasting old grant applications together. Make sure you edit and proof-read your grant application before submission. Make sure all the information you are including is correct and up to date.

- Providing a budget with no detail or incorrect numbers. Make sure your budget is as accurate as possible. Over-estimating or under-estimating costs will cause the funder to distrust your ability to implement the project.

- Using too much jargon. Use language the funder uses but only if you understand the language. Don't use jargon. Use clear language and try to keep your application and responses to any questions concise. Answer the questions you are asked, not the ones you want to answer.

Need more help with grant writing?

There are lots of other resources to help you with your grant writing. Some of the resources can be found here:

- **Fundamentals of Grant Writing**
  https://www.communities.tas.gov.au/__data/assets/pdf_file/0021/11289/GrantWritingWorkshop_Presentation.pdf

- **Community Grants Hub, What Makes a Good Grant Application?**
  https://www.communitygrants.gov.au/sites/default/files/documents/09_2016/what-makes-a-good-grant-application%20for%20download%20%282%29.pdf

- **How to write a grant application**
  https://www.vic.gov.au/how-write-good-grant-application

- **Commonwealth Grants Rules and Guidelines**
  https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines

- **Greater Victoria Community Funders Network Grant Writing Handbook**
  http://www.kedronbrook.org.au/project_management_resource/Grants%20&%20Funding/Resources%20Referred%20to/Grant_Writing_Handbook%20(Canada).pdf

- **A Guide for Non-Profit Organisations on Proposal Writing**
  https://www.childhoodcancerinternational.org/wp-content/uploads/2015/09/Guide-to-writing-proposals-Ellen-Green-Sep061.pdf

- **A Guide to the Grant Writing Process**
  https://cdn.disciple.org.au/wp-content/uploads/2017/12/12155024/Grant_Writing.pdf

- **Grant Writing for Nonprofits: Our Top Ten Tips**
  https://www.learngrantwriting.org/blog/grant-writing-tips-for-nonprofits

- **Essential Grant Writing Tips for your Nonprofit**
  https://themodernnonprofit.com/essential-grant-writing-tips-nonprofit/

You can also subscribe to government and states grants portals as well as private funding websites so that you can stay up to date on any new funding opportunities. The following are examples of grants portals that you might want to subscribe to or funders you might want to follow:

- **Australian Government – Grant Connect**
  https://www.grants.gov.au/

- **Australian Government – Community grant**
  https://www.communitygrants.gov.au/grants

- **Multicultural NSW**
  https://multicultural.nsw.gov.au/grants/

- **Multicultural grants NT**
  https://nt.gov.au/community/multicultural-communities/multicultural grants/
  multicultural-grants-program

- **Multicultural grants VIC**
  https://www.multiculturalcommission.vic.gov.au/multicultural-grants

- **Community grants QLD**
  https://www.qld.gov.au/community/community-organisations-volunteering/funding-
  grants

- **Community Grants Program WA**
  https://www.omi.wa.gov.au/funding/community-grants-program

- **GRANTassist SA**
  https://www.grantassist.sa.gov.au/community

- **Multicultural Australia**
  https://www.multiculturalaustralia.org.au/grants_list

- **Macquarie Group Foundation**
  https://www.macquarie.com/au/en/about/community/global-grant-making-
  focus.html

- **Ecstra Foundation (financial well being)**
  https://www.ecstra.org.au/women

- **100Women**
  https://100women.org.au/grants/

- **The Ian Potter Foundation**
  https://www.ianpotter.org.au/what-we-support/

- **The Grants Hub**
  https://www.thegrantshub.com.au/blog/articles/grants-for-women

Appendix 1

Template Logical Framework

Goal			
Objectives	**Activities**	**Outputs**	**Outcomes**
Objective 1	Activity 1.1	Output 1.1	Outcome 1
	Activity 1.2	Output 1.2	
	Activity 1.3	Output 1.3	
Objective 2	Activity 2.1	Output 2.1	Outcome 2
	Activity 2.2	Output 2.2	
	Activity 2.3	Output 3.2	
Impact			

Appendix 2

Template Workplan

Outcome	Activity	Timeframes	Deliverable
E.g. Increase friendships amongst recently arrived refugee women; increased English skills amongst recently arrived refugee women	Activity 1.1		
	Activity 1.2		
	Activity 1.3		
	Activity 2.1		
	Activity 2.2		
	Activity 2.3		

Appendix 3

Template Budget

Activity	Input	Units	Cost Per Unit	Total Cost	Notes
Activity 1.1	Eg. Staff				
	Eg. Equipment				
	Eg. Food				
	Eg. Travel				
Activity 1.2					
Activity 1.3					
Activity 2.1					
Activity 2.2					
Activity 2.3					
			Grand Total		