



# Celebrating Reconciliation Grants

Celebrating Reconciliation Grants 2024

Grant Tips

# Tips for Writing Your Grant Application

## 1. Check your eligibility

Before you get started check that your organisation is **eligible** to apply for the grant.

If you wish to apply, you must meet the eligibility criteria:

- be based in Queensland and the activity must be delivered in Queensland
- have a valid Australian Business Number (ABN)
- a company incorporated in Australia<sup>#</sup>
- a company limited by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a registered charity or not-for-profit organisation
- a local government body

To find out more, please read the program guidelines: [www.qld.gov.au/recgrants](http://www.qld.gov.au/recgrants)

If you are unsure of your eligibility, please contact the **Culture and Reconciliation** team by:

**Email:** [crq@dssatsip.qld.gov.au](mailto:crq@dssatsip.qld.gov.au)

**Phone:** (07) 3003 6423

## 2. Partner Up!

The more people that know and support your event, the better it is. Connect with your community and show how your event will benefit the community. Partnering with organisations in your community will strengthen your application.

How are you including Traditional Owners and/or Elders in your event? If you need assistance in connecting with Traditional Owners and/or Elders for your local community, please contact our [regional office](#).

## 3. Prepare for your application

To prepare your grant application, take some time to:

- check the application closing date to see how much time you have to complete your application.
- familiarise yourself with the application form and know what is being asked.
- check what supporting documents you will need to include such as Certificate of Incorporation and Certificate of Public Liability Insurance (if your application is successful).

## 4. What to include in your grant application

When writing your grant application, make sure you outline:

- what are you going to do (a description of your event/activity)
- how the event matches the objectives of the grant program

- how will you deliver your event/activity for 2024 National Reconciliation Week
- why your event/activity is important
- what you hope the event/activity will achieve for National Reconciliation Week
- who will benefit from the event/activity and how
- who your event/activity will target and how many people
- where your event/activity will be delivered
- a timeline of when key deliverables will be achieved
- who the key people are that will help you deliver your event/activity
- how will you promote your event/activity
- how will you know your event/activity is successful

Remember to keep your responses clear and concise. Word limits will apply to the responses.

## 5. How much can I apply for?

Eligible applicants can apply for up to \$5,000 or up to \$10,000 (GST exclusive) per event. Applicant organisations may be offered a smaller funding amount than requested at the discretion of the assessment panel.

## 6. Research how much your event will cost

Before writing your grant application, research how much your event will cost. Remember:

- You may need to get quotes for parts of your event/activity such as artists, venue hire.
- Make sure your budget is fully allocated. For example, if the total budget for your event costs \$8,500 and you have applied for the \$5,000 grant, you will need to break down the \$5,000 budget you are asking for. **Note:** All budget amounts must be GST exclusive.

When researching your event cost, it is important to consider what other funding sources are available and include this in your grant application. Other funding sources can include:

- local councils
- philanthropic organisations
- members of Parliament
- local businesses
- volunteers
- in-kind contributions (free bus hire, donated time or equipment)

Remember: if you don't ask, the answer is always NO!

## Budget Example:

Item	Total cost of event	Grant Contribution	Details of in-kind# or financial contribution
Marketing	\$1,000		\$1,000 (paid advertising funded by the Council)
Venue and equipment hire	\$3,000	\$1,000	\$2,000 (donated video equipment)
Materials and supplies	\$1,000	\$1,000	
Performers and entertainment	\$3,500	\$2,000	\$1,500 (donated DJ and equipment)
Catering	\$1,500	\$1,000	\$500
<b>*TOTAL EXPENSES</b>	<b>\$10,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>

### 7. Submit your application before the closing date

When you are ready to submit your application, go to <https://datsip.smartygrants.com.au/CRG2024> to complete your application.

**The application closing date has been extended to 12 noon, 29 January 2024..**

For more information, please contact the **Culture and Reconciliation** team by:

**Email:** [crq@dadsatsip.qld.gov.au](mailto:crq@dadsatsip.qld.gov.au)

**Phone:** (07) 3003 6394