City of Ryde

Lifestyle and opportunity
@ your doorstep

Grant writing- REEN

2023

Are grants the right option?

Pros	Cons
A way to attract additional funding	Time commitment
Can get unfunded projects off the ground	Projects must fit with the funding body objectives
Grant funding is not repayable	Limited flexibility- grant funding is not discretionary- must be for a specific project
	Projects must be evaluated/ acquitted
	Long lead time to receive funding
	Competitive

Finding the right grant

1. **City of Ryde Grant Finder**
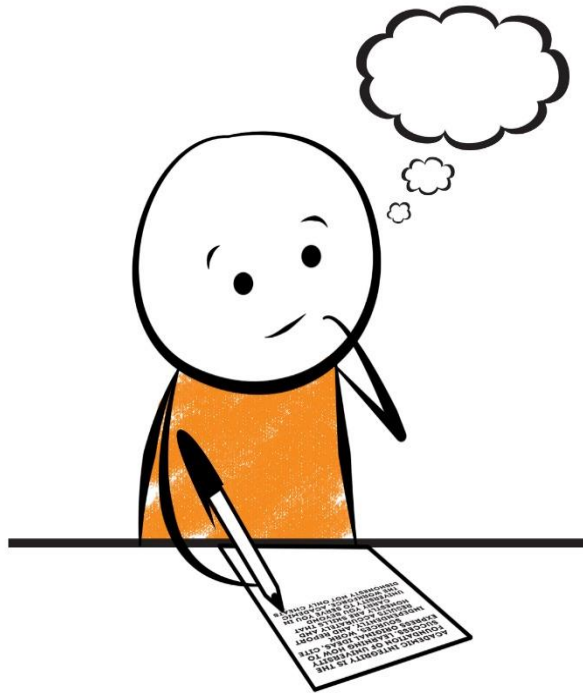   [Grant Finder | City of Ryde (nsw.gov.au)](nsw.gov.au)
   Grant Connect,
   NSW Grants and Funding
2. Read the guidelines. Know the aims of the grant-maker
3. Start a grants calendar

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Develop a grant strategy?

- Select project/s
- Review type of grants available
- Gather evidence of need
- Plan expected outcomes
- Estimate how much funding
- Prepare a grant folder

Project Plan

- Who?
- What?
- When?
- Where?
- Why?
- How much?

Evidence of Need

- Profile id.- [Community Profile | City of Ryde (nsw.gov.au)](#)

- Population fact sheets [City of Ryde Grants | City of Ryde (nsw.gov.au)](#)

- Speak to other community members/ organisations

- Surveys

What is an Outcome?

Change for participants/ recipients because of your project

How to use the Evaluation Toolkit - Premier & Cabinet (nsw.gov.au)

What is evaluation? | Better Evaluation

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Input v Output v Outcome

Input- Resources required	Output- What you created	Outcome- Change for Participants
Venue hire	Equipment purchased	People feel more confident
Staff resources	No. of workshops held	People have learnt a new skill
Equipment used	No. of posters displayed	No. of people signing up to volunteer
Transport required	Satisfaction with workshop	People feel more socially connected
		No. of people regularly attending program
		No. of people attending event

Remember SMART

HAVE ONE OR TWO CLEAR OUTCOMES THAT YOU CAN MEASURE.

SPECIFIC

MEASURABLE

ACHIEVABLE

REALISTIC

TIMELY

Budgets

- Itemise- Check each item is eligible

- Value for money- Use quotes as evidence

- List all sources of income

- **$ Income = $ Expenditure**

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Grant Terminology

- **Auspice**- an organisation that manages the grant funding on your behalf

- **Acquittal**- a report that must be completed at the end of the funding period

- **Funding agreement**- Agreement outlining the terms and conditions of the grant

- **Sustainability**- How will the project keep going after the funding

- **Partnerships**- Are you working with others?

- **In-kind**- Goods services as opposed to money

Before submitting

- Proof-read. Have someone else check
- Answer every question
- Attach all supporting documents
- Have appropriate approvals

Submit a few days before due date

What if you receive a grant?

- May take several months for feedback
- Funding agreement and supporting documents
- Payment process
- Usually required to acknowledge funding provider
- Acquittal

Questions

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