Be grant ready

SPORT**HQ**

PRE-PLAN ➡ **BE READY** ➡ **FIND A GRANT** ➡ **APPLY** ➡ **SUCCEED**

If you have a well-planned project, grant money is a great way to get it accomplished sooner, and that's the key - grants provide money for projects. So it's best to be proactive and have a clear picture of your projects before looking for grants, so that you're ready when the right grant program comes along.

Project planning

Stick to your core business

Avoid developing projects reactively, purely for the purpose of getting a grant, as these sorts of projects typically end up costing you lots of time and effort. Don't try to manipulate a grant program or your organisation to get a grant.

Plan strategically

You won't be able to get a grant for every project, so consider which projects are more likely to attract grant funding. For example, a maintenance project like fixing your roof is less likely to be eligible for a grant compared to a capacity building project like building an additional change room. That's why facility planning is important. Make your projects clear, and prioritise and ascertain where your funding will come from. Use the *Facility Project Planning Workbook* as a guide.

Run a good business

Have money ready

If you try to rely on grant funding to prop up your operations, you're less likely to get a grant. You need to present as a viable business to give grant assessors the confidence that you actually have the ability to deliver your project.

You will also need to have money to put into your unfunded projects and, as some grants require financial co-contribution, for your contribution to jointly funded projects.

Be up to date

Ensure that you have met all of your previous reporting and acquittal requirements (e.g. annual returns to the Office of Fair Trading and previous grant acquittals).

> The best way to capitalise on grants is to have well-planned projects that are worthy of grant funding and to run a good business so that your organisation is attractive to grant agencies.

Documentation

Prepare your documents

Have easily-accessible copies of frequently requested documentation, including:

- Certificate of Incorporation or Registration
- Constitution
- Most recent financial statements
- Proof of tenure (such as a lease, management agreement or rates notice)
- Up-to-date membership details
- Strategic plan

Use the cloud

If you can collect documentation electronically and keep it in your cloud storage, it will be accessible for the application process, then during project delivery, then again for acquittal purposes and for the reference of future committees.

DELIVERING FOR QUEENSLAND

Queensland Government