![The Uniting Church in Australia QUEENSLAND SYNOD]

# Tool

Grant Resources: Tips for finding suitable Grants.

A/4.1.1.2

Project information

1. **Explore information about the project.**

    1.1. Describe the project in as much detail as possible. What do you believe it would it take for this project to become a reality? Having a strategic plan may help you to focus on future goals. In relation to planning and timing, it is important to seek guidance and direction in prayer, remaining focused upon the church's mission.

Example layout of a strategic plan
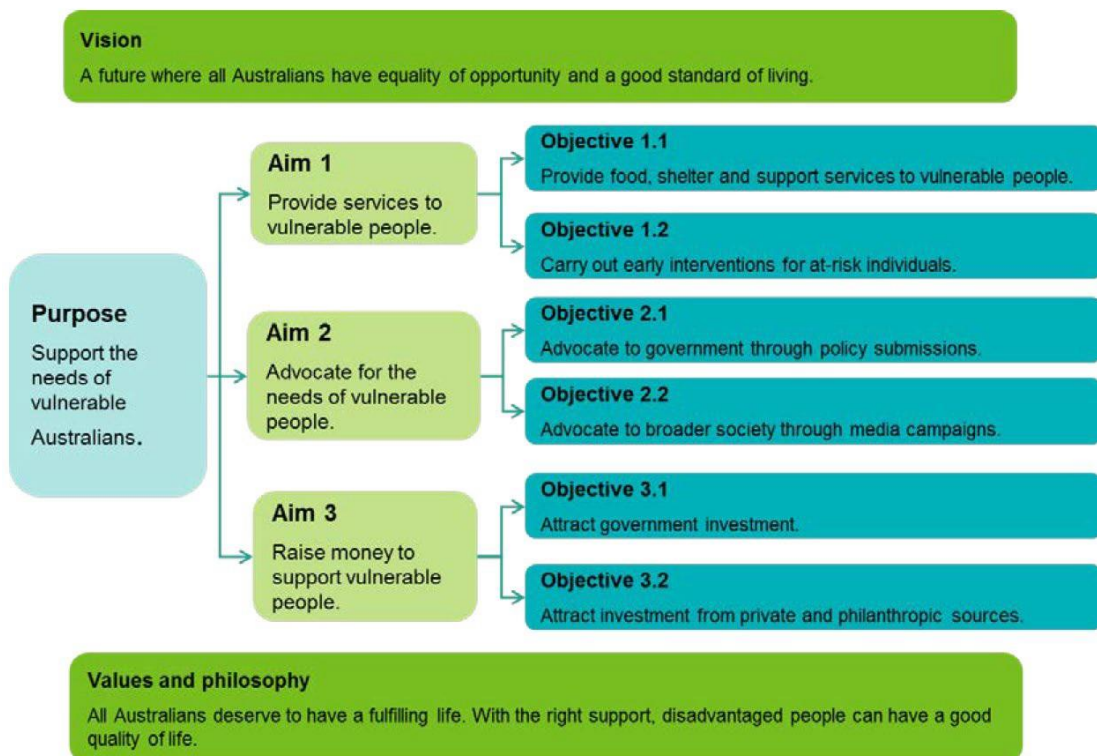
1.2. Time: Based on your current understanding, how long do you estimate it would take to realistically have this project completed/implemented/operating? Why do you say that? What obstacles would prevent it from becoming a reality in the timeframe you have estimated?

1.3. Cost: Based on your current level of knowledge, estimate what outlay would be required to have this project become a reality? Where might the money come from to cover the outlay? Consider the budget required to achieve completion of the project. Are there fees involved that need to be considered for the project to be successfully completed? E.g. surveying? Drafting of plans? Council approval? A budget template is provided on the last page of this document.

1.4. Potential challenges: What potential challenges exist that would prevent this project from becoming a reality? What attempts have been made so far to make this a reality? What prevented these attempts from being successful?

1.5. Alignment: Does this project align with mission or church priorities? If so, how? What is the scope of impact?

1.6. Does the organisation that is offering the grant, meet the values and mission of the Uniting Church? Check the Fundraising Policy. For example:

    1.6.1. All fundraising through gambling activities including raffles or bingo games **will not** be permitted to occur on behalf of the Church or the Property Trust to raise or obtain funds.

    1.6.2. However, an application for grant funds from the Gambling Community Benefit Fund **may** be permitted. Check the Fundraising Policy.

    1.6.3. Grant applications to organisations such as the 'Hand Heart Pocket' which is the Charity of the Freemasons **will not** be permitted to occur. If you are not sure, please check via email fundraising@ucaqld.com.au or by phone 07 3377 9777 for advice.

Locate grant opportunities.

2. **Some useful tips**

2.1. Check your local council webpage as they will have information about grants, sponsorship, and funding. Some councils offer support to help you to complete your grant application. It's a good idea to build local relationships and partnerships and include your local councilor.

2.2. If your council offers grants that seem useful or helpful for your project, then it may be useful to subscribe to receiving updates from them about future grant or funding opportunities. Consider using an email address that several people have access to and can check regularly for updates.

2.3. For government grants, check GrantConnect. If you feel that some of the grants seem useful or helpful for your congregation's future projects, then it may be useful to subscribe to receiving updates from them about grant opportunities.

2.4. For community grants, check Community Grants Hub. If you feel that some of the grants seem useful or helpful for your congregation future projects, then it may be useful to subscribe to receiving updates from them about grant opportunities.

2.5. Feel free to look for other websites with grant opportunities. The grant websites listed above are only a few of the options available. Further information is also provided in the Synod's Fundraising Policy.

2.6. If you have an idea but aren't sure about where to start and would like some assistance, please fill in an opportunity discovery form from the Business Development Unit.

Research the grant.

3. **Finding out more about the grant**

3.1. Once you have located a grant opportunity, it is useful to find out more information before making an application. Most websites that have listed a grant opportunity also have details for you to email through an enquiry, or telephone and speak with someone about the grant.

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3.2. It is a good idea to have a list of things to ask when you make contact to ask for information about the grant. A suggested list is as follows (you may have additional questions):

3.2.1. Ask about the grant, and check whether your organisation or congregation meets the requirements.

3.2.2. Ask about how to fill in the application form.

3.2.3. Ask if there is an example of the application form, or instructions, and how you can obtain a copy of them.

3.2.4. Ask if there is a checklist to help you make sure that you include everything in your application.

3.2.5. Ask about the application process and any timeframes.

3.2.6. Ask about how you will find out if the grant application is successful.

3.2.7. If it is your local council or a community grant, you can ask if they offer support to help you with writing the grant application.

Writing your grant application

Check the Synod tool helpful tips for writing your grant application for tips and resources to complete the next step—writing a grant application.

Check out the grant help videos https://vimeo.com/showcase/11079113

Revisions

Document number	A/4.1.1.2				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	07.11.2023	Kylie Sessa Acting General Manager – Business Enterprise and Innovation	07.11.2023	Acting General Manager – Business Enterprise and Innovation	Business Development Unit
3.0	22.04.2024	Kylie Sessa Acting General Manager – Business Enterprise and Innovation	22.04.2024	Acting General Manager – Business Enterprise and Innovation	Business Development Unit
Next scheduled review	07.12.2027				

Printable budget template

Salary expenses	Amount
Recruitment	
Salary (include award level and rate, hours work)	
Leave entitlement including sick and holiday leave (if applicable)	
Superannuation	
Administrative/Operational expenditure	**Amount**
Accommodation	
Advertising and publicity	
Catering	
Computer expenses	
Consultant/guest speaker	
Equipment e.g. computers, projectors, sporting, etc.	
Hire of vehicles	
Hire of venue	
Insurance	
Photocopying and printing (including paper and service fees)	
Postage.	
Rent	
Stationery supplies	
Telephone	
Travel e.g. taxi, airfares, mileage, parking.	
Workshop/conference fees	
Assessment and reporting expenses	
Audit fees	
Evaluation expenses	