**CHARITABLE FOUNDATION GRANT SEEKERS QUICK TIPS**

What does success looks like? The more boxes you can click [x]  YES to, the more successful your Stage One Expression of Interest (EOI) AND Stage Two Full Application is likely to be.

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| FAST TIPS | FAIL TO PLAN – PLAN TO FAILCLAIM IT – PROVE IT |
| [x]  | **ARE YOU GRANT READY?** |
|[ ]  Plan for grants | Your organisation have a financial strategy for grant seeking.**TIP:** Develop a funding strategy, know your end goal and work backwards, know where you want to be and how you will get there, know your funding streams e.g. funding buckets/revenue streams/different parts of the business that brings in income. Diversify your income, a mix of funding, fundraising, donations etc.  | [Organisation Progress Notes] |
|[ ]  Identify key staff to involve | Your organisation have grant writer. Do you involve other staff? **TIP:** Set up a Grants Team.  |  |
|[ ]  Create a grants file | Your organisation stores supportive internal evidential documentation in a grant file. **TIP:** Create quick access to key documents, ensure version control is maintained e.g. registration certificates, annual reports, financial reports, insurance, organisational fast facts – contacts, address, ABN, Board Directors, mission/vision, evaluation reports. |  |
| [x]  | **DO YOU HAVE PLAN?** |
|[ ]  Know why you need the grant | Your organisation knows there is an issue.**TIP:** Draw on evidence. |  |
|[ ]  Know who the Charitable Foundation is  | You understand the Charitable Foundations purpose?**TIP:** Visit the [Charitable Foundation website](https://www.newcastlepermanent.com.au/charitable-foundation). |  |
|[ ]  Know Charitable Foundations requirements | Your organisation is eligible to apply for a grant.**TIP:** Visit the [Charitable Foundation website](https://www.newcastlepermanent.com.au/charitable-foundation). |  |
|[ ]  Look at previous Charitable Foundation successful grants | You know the different types of Charitable Foundation projects funded. **TIP:** Visit the [Charitable Foundation website](https://www.newcastlepermanent.com.au/charitable-foundation). |  |
|[ ]  Know your project issue and solution  | Your organisation has evidence to support your claim there is an issue. Your organisation has a solution for the issue, and the solution is realistic. **TIP:** Gather your evidence and place in the grant file/key documents and create a table to log this information. |  |
|[ ]  Gather your relevant information | You have gathered evidence from key staff and/or partners. **TIP:** Gather your relevant information and place in the grant file/key documents and create a table to log this information.  |  |
|[ ]  Use the [Charitable Foundation Program Logic Plan Template](https://www.newcastlepermanent.com.au/charitable-foundation/funding/eligibility-criteria) | You have used the required [Charitable Foundation Program Logic Plan Template](https://www.newcastlepermanent.com.au/charitable-foundation/funding/eligibility-criteria)to plan your project proposal. Can your program logically explain how and when behaviour change happens using a program logic plan? **TIP:** The Charitable Foundation provides an example in the Template.  |  |
|[ ]  Meet with key staff  | You have presented the draft [Charitable Foundation Program Logic Plan Template](https://www.newcastlepermanent.com.au/charitable-foundation/funding/eligibility-criteria)to key staff. **TIP:** Establish a Grants Team comprising of the same key staff for ongoing consistency and support. |  |
|[ ]  Plan the application | You have set time frames, delegated tasks, set final draft date ahead of due date.**TIP:** Know when the Charitable Foundation grants are open and know other funding stream opportunities.  |  |
|[ ]  Know your budget | You know the costs covered/not covered by the grant.**TIP:** Use the [Charitable Foundation Program Logic Plan Template](https://www.newcastlepermanent.com.au/charitable-foundation/funding/eligibility-criteria) to assist to identify hidden costs. |  |
|[ ]  Work in partnership  | You have assessed if your application has the potential to work in partnership with other organisations, share resources, expertise and infrastructure.**TIP:** If your project relies on partnerships, gather your evidence and place in the grant file/key documents and create a table to log this information e.g. MOU or letter of support.  |  |
|[ ]  Realistic timeframes | Your timeframes are realistic.**TIP:** Consider the risks for a timeframe built to suit the ‘funding period’ opposed to a timeframe built to adequately address the identified issue.  |  |
|[ ]  Sustainability | Your project is sustainable beyond the life of the project.**TIP:** Develop a funding strategy for the project e.g. fundraising, donations, corporate sponsorship, volunteer recruitment, partnership established; include the detail in your application.  |  |
|[ ]  Evaluation | You have identified an evaluation framework. **TIP:** There is an evaluation framework to compliment the program logic plan guides to develop your framework, these include ‘Charitable Foundation Program Logic Plan Monitoring Questions & Indicators Example’, ‘Monitoring & Evaluation (M&E) Plan Example and Template’, and ‘Final Evaluation Report Template’ [located here](https://www.newcastlepermanent.com.au/charitable-foundation/funding/eligibility-criteria). |  |
|[ ]  Conflicts | You have assessed if your application has the potential to create conflicts. **TIP:** Assess conflicts of interest and conflicts with your other funders, and explain how you plan to avoid or mitigate these conflicts.  |  |
|[ ]  Submitting application | You have planned to avoid submitting your application at the last minute. **TIP:** Consider planned/unplanned staff leave, technical disruptions. |  |
|[ ]  Projects need to commence on time | Your project will be ready to commence once funds transfer occurs (5-6 months from when EOI Application submitted). **TIP:** Keep regular contact with key stakeholders, report issue/need changes or major organisational change/disruption to the Charitable Foundation during this time. |  |
| [x]  | **GRANT WRITING TIPS** |
|[ ]  Call out shared vision  | You identified shared vision between your organisation and the Charitable Foundation. |  |
|[ ]  Answer the questions asked, not covering off other issues | You only answered the questions including all parts of the questions. **INSIGHT:** The additional parts of questions are not examples; this is what the assessors want covered. |  |
|[ ]  No unnecessary information  | You did not include unnecessary additional information.**INSIGHT:** This is a common occurrence. When a person does not know what to write, they will write what they know, do not fall into that trap. |  |
|[ ]  Write clearly, concisely and persuasively | You provided the correct information required for your application to be assessed, your information is written in the order required, your words are clear and concise, and you provided clear rationale to support reasons and conclusion. **INSIGHT:** We commonly see the answer to the question answered in paragraph 2-3, do not fall into this trap, do not waste valuable words. |  |
|[ ]  Use report-writing style | The application is written in reporting style. **INSIGHT:** Using bullet points can make assessing applications easier, bullet points are accepted, use them when necessary to highlight key points only.  |  |
|[ ]  Readability | The application is easy to read and understood by any reader including those not familiar with your industry, organisation or services.**INSIGHT:** Applications not easily understood receive lower scores.  |  |
|[ ]  Avoid re-telling the story | You avoided re-telling the story over and over. **INSIGHT:** Applications are not split for assessment; they are read in full context, so do not waste precious words. |  |
|[ ]  Know the difference between outputs and outcomes  | You have correctly identified **Outputs**.**INSIGHT:** Outputsare tangible results (capable of being touched or seen; having real substance) e.g. the purchase of a vehicle, the number of clients treated, the number of people trained, how many sessions held, equipment installed and in use, building refurbished. |  |
|[ ]  Know the difference between outputs and outcomes | You have correctly identified **Outcomes**.**INSIGHT:** Outcomes relate to the positive difference the project will have on individual, family, community, organisation for the Short, Medium and Long-Term, e.g. Short Term: Children increase their awareness of safe / unsafe situations and develop safety plans, Medium-Term: Children implement personal safety plans as needed, Long-Term: Children are safe. |  |
|[ ]  Pay attention to key risks | You called out organisation and project risks as the project proposal is being developed. **INSIGHT:** This is an important component during the overall assessment. The [Charitable Foundation Program Logic Plan](https://www.newcastlepermanent.com.au/charitable-foundation/funding/eligibility-criteria) *template* will assist this process. Funding bodies commence risk identification from the moment the application is received. |  |
|[ ]  Attachments  | The attachments are error free and look professional. **INSIGHT:** The quality of attachments will indicate the quality of work your organisation produce. |  |
|[ ]  Do not submit at the last minute! | You planned to submit your application ahead of the due date/time, and allowed for any planned/unplanned staff leave and technical delays.**INSIGHT:** There is an increased demand of applicants contacting the Charitable Foundation within a few days prior to closing date, get in early to ask your questions ahead of that time to ensure you do not miss out.  |  |