

Engage & Create

CONSULTING

GRANT WRITING *process guide*

THANK YOU FOR YOUR INTEREST IN ENGAGING WITH US TO WRITE YOUR GRANT.

THERE ARE A FEW THINGS THAT WE WILL NEED FROM YOU THROUGHOUT THIS PROCESS, AND WE HAVE FOUND FROM PAST EXPERIENCE THAT HAVING THIS OUTLINED AND ORGANISED FROM THE GET GO HELPS US ALL TO PUT OUR BEST FOOT FORWARD FOR A POSITIVE OUTCOME - MINUS THE STRESS OF A LAST MINUTE RUSH.

SO! FIRST THINGS FIRST - SUCCESSFUL PROJECTS ARE ONES WHERE **YOUR IDEA IS VIABLE**: FOLLOW OUR GUIDELINES & CHECKLIST ON PAGE 2 OF THIS DOCUMENT TO GAIN A BETTER UNDERSTANDING OF YOUR PROJECT. THERE ARE A LOT OF FUNDING OPTIONS - BUT ONLY FOR REALLY ROBUST PROJECTS.

1. READ THE **GRANT GUIDELINES** & ENSURE THAT YOUR BUSINESS OR ORGANISATION IS ELIGIBLE

2. **RELATIONSHIPS** - BUILDING A GOOD RELATIONSHIP WITH THE FUNDING BODY WILL BE IMPORTANT, HOW CAN YOU INVOLVE THEM IN THE SUCCESS OF THE PROJECT? THAT WAY THEY WILL KNOW YOU ARE A GOOD INVESTMENT!

3. FOR ONLINE APPLICATIONS WE NEED YOU TO **SET UP YOUR ACCOUNT** AND PROVIDE US WITH THE LOG IN CREDENTIALS. ALL GRANT APPLICATIONS MUST BE SUBMITTED ONLINE SO THIS STEP IS NECESSARY, HOWEVER IF YOU WOULD PREFER TO LODGE YOUR OWN APPLICATION WE CAN PROVIDE YOU WITH THE APPLICATION IN A WORD DOCUMENT FOR YOU TO COPY, PASTE AND LODGE BY THE DUE DATE.

4. BE AWARE OF **DUE DATES** AND WHEN WE WILL NEED CERTAIN INFORMATION BY - THIS WILL BE PROVIDED TO YOU VIA EMAIL. **THE PROJECT DEADLINE IS THE LATEST DATE WE CAN MAKE CHANGES TO YOUR OVERALL PROJECT & IDEA.**

5. FOR WHAT WE WILL NEED FROM YOU TO PUT FORWARD THE BEST APPLICATION POSSIBLE, PLEASE SEE THE **ATTACHED WORD DOCUMENT**, FILL OUT & RETURN TO US AS SOON AS YOU CAN. WHILE YOU ARE ENGAGING US TO WRITE THE GRANT FOR YOU - IT IS YOUR BUSINESS AND YOUR IDEA. THE QUALITY OF THE CONTENT AND SUPPORTING EVIDENCE SUPPLIED BY YOU IS WHAT DETERMINES THE QUALITY OF THE APPLICATION.

6. WE WILL WORK WITH YOU TO DEVELOP A **SCHEDULE** TO ENSURE IT IS CLEAR WHO NEEDS TO DO WHAT.

7. **FUNDING SUCCESSFUL! CONGRATULATIONS!**

8. **FUNDING UNSUCCESSFUL?** ASK FOR FEEDBACK! WHAT COMMENTS OR SUGGESTIONS WERE GIVEN? CAN IT BE RE-SUBMITTED TO A FUTURE ROUND? DO YOU WANT US TO FOLLOW THIS UP OR WILL YOU?



YOU HAVE A BRILLIANT IDEA - *it's our job to make sure it's viable...*

GREAT PROJECTS GET FUNDING - WE ARE HERE TO HELP YOU MAKE THIS IDEA THE BEST IT CAN BE TO ENSURE SUCCESS. BOTH FOR THE GRANT OUTCOME AND YOUR BUSINESS! TAKE SOME TIME TO GO THROUGH THE FOLLOWING PROMPTS TO ENSURE YOUR PROJECT HAS A GREAT CHANCE OF SUCCESS.

1. DO YOU HAVE A GOOD IDEA? WITHOUT FOCUSING ON WHETHER YOU HAVE THE FUNDS AT THE MOMENT OR NOT, IS YOUR IDEA ANY GOOD? HOW CAN YOU TEST IT? ASKING A WORK COLLEAGUE OR SOMEONE IN YOUR NETWORK IS A GOOD STARTING POINT. IF THEY CAN'T UNDERSTAND YOUR IDEA, MAYBE THE FUNDING BODIES WON'T EITHER?

2. FIND OUT IF IT IS HAPPENING SOMEWHERE ELSE. THESE DAYS MOST IDEAS HAVE BEEN THOUGHT OF BEFORE! THAT'S NOT TO SAY THAT IT WON'T STILL GET FUNDED, BUT IT DOES MEAN THAT YOU MIGHT NEED TO LOOK AT HOW YOUR IDEA BUILDS ON ANOTHER CONCEPT, OR STRESS THE BENEFITS OF WHY IT WOULD BE GOOD TO REPLICATE THE CONCEPT AGAIN.

3. WHAT'S THE POLITICAL ENVIRONMENT? WHAT'S THE INTEREST OF STATE AND FEDERAL GOVERNMENT AT THE MOMENT? HOW CAN YOUR IDEA LINK TO THIS?

4. UNDERSTAND THE MARKET FOR YOUR PROJECT. WHAT ARE THE STATISTICS THAT WILL ADD WEIGHT TO YOUR CONCEPT? HOW IS THIS VALUE FOR MONEY FOR THOSE THAT MIGHT INVEST? WHAT WILL THE OUTCOMES BE? OUTPUTS? WHAT IS THE HISTORY OF THE FUNDING BODY SUPPORTING SIMILAR PROJECTS? IS IT WORTHY OF INVESTMENT?

5. ARE YOU BEING REALISTIC ABOUT THE COST OF THIS PROJECT? WHAT ARE ALL OF THE RESOURCES NEEDED FOR THIS PROJECT TO BE A SUCCESS? NOT GETTING THE GRANT IS NOT THE END OF THE WORLD - GETTING THE GRANT THAT DOESN'T COVER 100% OF THE ACTUAL COSTS CAN BE REALLY DAMAGING & COSTLY TO YOUR BUSINESS!

6. WILL YOU HAVE SUPPORT IF THIS IDEA DID EVENTUATE? WHO WOULD NEED TO HELP THIS SUCCEED? WOULD THERE BE THE NUMBERS TO SEE IT BE SUCCESSFUL? ARE THERE EXAMPLES THAT CAN BE USED TO HELP COMPEL PARTNERS AND FUNDERS?

WORKING WITH US - *our rates*

PROJECTS UP TO 15K = \$500 FLAT FEE

PROJECTS UP TO \$100K = 3% OF PROJECT TOTAL

PROJECTS UP TO \$500K = 1% PLUS 1% IF APPLICATION IS SUCCESSFUL

PROJECTS ABOVE \$500K = 0.5% PLUS 1% FOR A WIN

ADDITIONAL FEES *(IF APPLICABLE)*

RUSH APPLICATION FEE FOR GRANTS WITH LESS THAN 3 WEEKS NOTICE (ONLY FOR GRANTS UNDER \$100K) FEE +20%

HAVE THE WRITING SORTED BUT NEED SOME ASSISTANCE?

GRANT SEARCH / AUDIT:

WE DO THE LEG WORK FOR YOU & SEARCH OUR EXTENSIVE DATABASES TO FIND OPPORTUNITIES THAT MAY SUIT YOUR PROJECT OR INDUSTRY. INCLUDES THE SEARCH & A LIST OF POTENTIAL FUNDING OPTIONS. - \$90

APPLICATION CRITIQUE SERVICE:

WE REVIEW AND PROVIDE COMMENTS AND SUGGESTIONS ON YOUR OWN GRANT APPLICATION - \$120 PER HOUR

(ALL PRICES + GST)



RESOURCES

THE FOLLOWING ARE GREAT RESOURCES TO FIND AVAILABLE GRANTS. THERE ARE A NUMBER OF OPPORTUNITIES AVAILABLE. YOU WILL HAVE TO ASSESS AND SEE WHICH IS OF MOST BENEFIT AND FITS YOUR CRITERIA. THIS IS BY NO MEANS AN EXHAUSTIVE LIST - BUT A GREAT PLACE TO START.

OVERWHELMED ALREADY? SEE OUR GRANT SEARCH SERVICE ON PAGE 2!

BUSINESS GROWTH FUND PROGRAM QLD

[HTTPS://WWW.BUSINESS.GOV.AU/ASSISTANCE/BUSINESS-GROWTH-FUND-PROGRAM-QLD](https://www.business.gov.au/assistance/business-growth-fund-program-qld)

SMALL BUSINESS

[HTTPS://ADVANCE.QLD.GOV.AU/](https://advance.qld.gov.au/) AND [HTTPS://WWW.BUSINESS.QLD.GOV.AU/](https://www.business.qld.gov.au/)

BUSINESS GRANTS HUB

[HTTPS://WWW.BUSINESS.GOV.AU/ASSISTANCE](https://www.business.gov.au/assistance)

ADVANCING SMALL BUSINESS QUEENSLAND

[HTTPS://WWW.DITID.QLD.GOV.AU/SMALL-BUSINESS/ADVANCING-SMALL-BUSINESS-QUEENSLAND](https://www.ditid.qld.gov.au/small-business/advancing-small-business-queensland)

REGIONAL DEVELOPMENT AUSTRALIA

[HTTPS://WWW.RDA-DDSW.ORG.AU/](https://www.rda-ddsw.org.au/)

