

Investing in Queensland Women Grant Program

How to write an effective grant proposal

The purpose of this grant program is to support community groups and organisations across the state's urban, rural, and remote communities to develop and deliver projects, resources or events that align with the Queensland Government's strategic priorities and address the unique issues faced by women and girls.

Step 1: Get started

- Make sure to read the grant guidelines first.
- To talk with your team and organisation about what kind of project, initiative, or activity you want to implement within your community.
- Review the application form via SmartyGrants, see what information the form is asking you to provide.
- Check the due date for the grant application and put a reminder in your calendar.
- Ensure you have approval from your authorised person (i.e. manager or chief executive officer) to submit an application to the grant program.
- Think about what support is needed for community groups and organisations across the state to develop and deliver projects, resources or events that will assist women and girls across Queensland.

Step 2: Start writing it down

- Have a brainstorming session with your team to discuss what the aims, goals and purposes are for your proposed initiative.
- Developing a brief project plan can help to focus your initiative to answer the questions but is not required for the grant application.
- Review the four separate selection criteria and make some dot points. We have included a hot tips section for you below.
- We have provided a table below to help break down your responses

Step 3: Start writing your application

- Make sure that you have all the relevant information you will need to complete the form, you will need:
 - Your organisation's ABN
 - Organisation's address
 - The applicants contact details
 - When registering with SmartyGrants, please also consider using an administration email or registering a secondary email in case the main contact is away and doesn't receive notifications via SmartyGrants.
 - Authority from your executive to submit the application. This is outlined in the application form (not the same as the applicant).
- Draft your responses to the application.

Step 4: Review

- Take time to review your application and make sure that you read it thoroughly.
- Check for spelling mistakes and make sure that all sentences are complete and clear.



- Check your budget: does it meet the grant guidelines? (Projects where more than 20 per cent of funds are allocated to administrative costs and projects where more than 10 per cent of funds are allocated to purchase of assets will be deemed ineligible).
- If possible, have someone new review your application or review it again.

Step 5: Submit

- Once you have completed your final review submit your application.
- Make sure to have your completed submission in on time
- Provide evidence of partnerships or auspicing in the form of support letters and or agreements between you and the partnering organisation.

Hot Tips for writing your IQW grant application

- Ensure that you are eligible for the grant
- Keep your answers short, concise, and succinct.
- Avoid repeating yourself, you only get a few words for each criteria question
- Make sure to connect your objectives, goals and aims of your initiative, to your target community group.
- Ensure to make a connection between your initiative and one or more of our strategic priorities the *Queensland Women's Strategy 2022-27*, *The Domestic and Family Violence Prevention Strategy 2016-2026*, *Prevent. Support Believe.* Queensland's Framework to address Sexual Violence.
- Your initiative or activity description should be clear, spell it out in the first few lines. Example only: *Our organisation wants to support women to access <topic such as economic security> and plans to hold <no. of XX x2 hourly sessions >. These sessions will be held <online/in person> and delivered in <location/region>.*
- Has someone else read it; someone who isn't involved in the initiative, can they understand it?
- Tell us if you are partnering with another organisation, if so, support letters outlining their support and/or financial contribution will assist and help strengthen your application.
- Definitions:
 - **Input:** People, knowledge, networks, resources at your disposal.
 - **Output:** In simple terms, an output is goods or services that you deliver as part of the initiative. For example, creating resources, developing a podcast, implementing an activity, etc.
 - **Outcome:** What you expect to be achieved as a direct result of your initiative. Take into consideration the expected short, medium and long term outcomes. For example, it is expected that participants will report an increase to their financial security, or you aim to help change community attitudes about a topic.
- When including number of participants, try to break it down into the following categories.
 - **Primary participants:** **These are those participants you will directly engage with. They will attend your initiative in person or online, they will contribute to the final resource etc.**
 - **Secondary participants:** These are participants that may visit your website yearly, they might listen to your podcast, or benefit from the resource the initiative created.
- Please review eligible and ineligible items for expenditure in the grant guidelines.
- Include any in-kind support such as the staff hours your organisation might provide to support this initiative.