



DEVELOPING YOUR PROJECT

Before applying for a grant, your project needs to be developed to respond to a community need. Read the resource 'How to identify community needs' to support this first step.

By planning your project, applying for a grant will be easier and your application will be stronger.

This tool has been created to support project planning **before** you start a grant application.



Define the need for the project

Think about this like a problem and a solution. The problem needs to be clearly defined and proven.


Evidence of the need should be gathered from a range of data sources such as:

- Community feedback through engagement and consultation. See the 'How to identify community needs' resource as a guide.
- [Census data](#)
- [Georges River Council Community Profile](#)
- Peak bodies – for example [Australian Council of Social Service](#), [NSW Council of Social Service](#)
- The solution should be practical, informed, responsive, and align with the purpose of your organisation.



Engage partners to enhance the impact of the project.

Partners:

- Strengthen the project and reduce risk of duplicating existing services.
 - Leverage multiple networks to increase engagement and reach.
 - Should be chosen based on the outcomes and change your project seeks to achieve.
 - If you identify and engage a partner, that partner should provide a letter of support to support any grant application.
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Create a project plan for implementation.

Providing a project plan may be a requirement for your grant application.
A project plan:

- Ensures that your organisation has the capacity to deliver the project.
- Is vital to setting the timeframe needed to deliver the project successfully.
- Identifies the people that need to be involved.
- Communicates to the funder that you have appropriately considered what is required to deliver the project.

A project plan should include:

- Project schedule.
- Deliverables and due dates.
- Project staff responsible for meeting deliverables.
- Key stakeholders the project is relying upon.



Set a budget for the project.

Start with a budget template. Budget templates can be easily sourced through Excel or Google.

- Be realistic with your budget.
- Show that you understand how much things cost.
- Research and get quotes to ensure your budget is reasonable and accurate.
- Include **Income** and **Expenditure**. It is vital to demonstrate what income you have secured or are planning to apply for, and how these balance with your expenses for the project. If you have too much or too little of either income or expenditure, your project may not be sustainable.
- Explain calculations in the budget and be clear about what each line is for.



Measure change in the community with evaluation.

Include an evaluation plan to show if the project will achieve what it sets out to.
Evaluation provides:

- Evidence to enhance deliverables throughout the project.
- An insight into how the project can be delivered in the future to continue meeting community needs.
- An accountability measure with funders. Data gathered through evaluation can be used in acquittals and reports to demonstrate the achievements, learnings, and progress of the project.

Evaluation measures and metrics need to be clear at the start of the project





and should be included in any grant application.

What is a measure and metric?

- Measure: a number or unit-specific value.
- Metric: puts the measurement into context showing the relationship between numbers. Metrics track, compare and assess performance and progress.

Example

Measure:

- Number of staff trained in first aid = 10

Metric:

- Confidence of trained staff to apply first aid when needed = 80%



Identifying suitable funding opportunities.

Once your project has partners, a clear project plan and evaluation plans, suitable funding opportunities can be identified.

Grants can be found by using google to type in key words that align with your project goals.

You can look at [GrantConnect](#) for Federal Government opportunities.

Georges River Council provides the following grant programs throughout the year:

- Community Grants – funding up to \$25,000 per project
- Micro Grants – funding up to \$1,000 per project
- Venue Hire – funding up to \$40,000 per annum
- If applying for a Georges River Council grant, use the 'Applying for a grant checklist' to prepare an application.

