



Arabic	عربي	9209 0131
Croatian	Hrvatski	9209 0132
Greek	Ελληνικά	9209 0133
Italian	Italiano	9209 0134
Macedonian	Македонски	9209 0135
Serbian	Српски	9209 0136
Spanish	Español	9209 0137
Turkish	Türkçe	9209 0138
Vietnamese	Việt-ngữ	9209 0139
All other languages		9209 0140
English		9209 0141

local call costs apply

Hotline 9249 4036

Brimbank City Council is committed to enhancing the recreation and wellbeing of the community by providing all residents with the opportunity to participate in sport and recreation programs.

Brimbank City Council runs over 50 individual classes for its residents each school term at a number of venues around the municipality with activities available for all ages, cultural backgrounds and abilities.

Brimbank City Council

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For further information or to receive a brochure please contact (03) 9249 4854 or visit www.brimbank.vic.gov.au

Raise Your Hand



Your ideas can help our community grow

Brimbank Community Grants 2011/12 open 4 July to 19 August 2011

Grant Writing Tips



Important things to think about when planning your project:

WHY

Why is there a need for it?
Why do you want to do it?
What will be the benefit to the community?
Why will the community support it?

WHAT

What will need to be done?
What kind of things will you organise?

WHO

Who will do the work?
Who is it for?
How many people will be involved?
Are there other groups involved?

WHEN

When will it happen?
How long will it take?

WHERE

Where will it happen?
Is the venue available?
Is the venue suitable?
Can people get to the venue easily?

HOW

How much will it cost?
Can you get help from other people or organisations?

Helpful advice for your application:

- Contact the Council's Grants Development officer or a Council officer and ask them if they are able to assist you with the application.
 - If you require assistance through an interpreter or translations of any information contact the grants contact person.
 - **Carefully read** all of the guidelines and application form.
 - **Find out** when the application is due and allow plenty of time to prepare it.
 - **Make it clear** for the person reading your application what your project is, where your organisation is from and what it does.
 - **Answer** all of the questions.
 - **Use evidence** to support your application.
 - **Prepare a budget** that shows all of the main costs for your project. Also show the contributions from your group or other people, including donations and volunteer hours (this is called 'in-kind').
- It is important to **contact the organisation** that you are seeking funding from about your project. Ring the grants contact person to:
 - ♦ make sure your organisation and your project **meet their grant requirements**
 - ♦ find out if you need to include **letters of support** or attach other information
 - ♦ find out what you will have to do **if your application is successful**, such as writing a report at the end of the project
 - ♦ **ask for more information** or help with your application if you need it
 - Try to **type your application** or hand write your application clearly.
 - Ask someone if they can **read your application before you hand it in**, maybe a person from a community organisation.
 - **If you miss out on the grant, ring the grant contact person and find out why. This may help you to improve how you and your group prepare future applications.**

Talk to a grants contact person or arrange an appointment to meet with them, they can assist you with your application and answer your questions about the grants and tell you what they are looking for in a grant application.