



Indigenous Languages Grants Tips for Writing Your Grant Application

Check your eligibility

Before you get started check that your organisation is **eligible** to apply for the grant.

If you wish to apply, you must meet the eligibility criteria:

- be based in Queensland and the activity must be delivered in Queensland
- have a valid Australian Business Number (ABN)
- be a company incorporated in Australia
- be a company limited by guarantee
- be an incorporated trustee on behalf of a trust
- be an incorporated association
- be a partnership
- be a registered charity or not-for-profit organisation
- be a local government body
- be a Queensland Government approved kindergarten program provider
- be a School Parent Association.

To find out more, please read the program guidelines: www.qld.gov.au/ilg

If you are unsure of your eligibility, please contact the **Culture and Reconciliation** team by:

Email: ilg@dssdsatsip.qld.gov.au

Phone: (07) 3003 6394

Prepare your application

To prepare your grant application take some time to:

- check the application closing date to see how much time you have to complete your application.
- check what supporting documents you will need to include such as letters of support from language owners, communities or organisations, School Principal.

Letters of support are important!

A key part of the grant program is to include approval from the Language/Traditional Owner for use of the language and how they will be involved in the design, planning and delivery of your project/activity. A letter of support must be provided as part of your application.

If you are a School Parent Association, then a supporting letter from your School Principal must be included in the application.

Research how much your project will cost

Before writing your grant application and project plan research how much your project will cost.

Remember:

- You may need to get quotes for parts of your project
- Make sure your budget is fully allocated. For example, if the total budget for your project costs \$15,000 and you have applied for \$10,000, you will need to break down the **\$10,000 budget** you are asking for.



Example Budget Table			
Item	Total cost of your activity	Allocation from the Indigenous Languages Grant	Details of in-kind or financial contribution
Research, archive and project initiation	\$3,000	\$2,000	\$1,000 (Researcher donated time for project)
Collaboration and engagement (<i>including engaging language/Traditional owners, Elders and community members</i>)	\$5,000	\$3,000	
Production (<i>digital, design, video or print</i>)	\$6,000	\$4,000	\$4,000 (donated video equipment)
Marketing and promotion (<i>if applicable</i>)	\$1,000	\$1,000	
TOTAL EXPENSES	\$15,000.00	\$10,000.00	\$5,000.00

When researching your project cost, it is important to consider what other funding sources are available and include this in your grant application. Other funding sources could include:

- local councils
- philanthropic organisations
- members of Parliament
- local businesses
- volunteers
- in-kind contributions (free bus hire, donated teacher time or equipment)

What to include in your grant application

When writing your grant application, make sure you outline:

- a description of your project
- what you hope the project will achieve
- why your project is important and how you are including Language/Traditional Owners
- who will benefit from the project
- who your project will target and how many people
- how the project matches the objectives of the grant program
- where your project will be delivered
- how you will deliver your project by 30 June 2024.
- a timeline of when key deliverables will be achieved
- who the key people are that will help you deliver your project
- how you will measure the success of your project

Remember to keep your responses clear and concise. Word limits will apply to the responses.



Submit your application by the closing date

When you are ready to submit your application, go to: <https://datsip.smartygrants.com.au/ilg2023> to complete your application through SmartyGrants.

If you are unable to access SmartyGrants, a paper copy form can be completed, scanned, and emailed to ilg@dadsatsip.qld.gov.au.

Applications close 10.00 am (AEST) Monday, 12 June 2023.

For more information, please contact the **Culture and Reconciliation** team by:

Email: ilg@dadsatsip.qld.gov.au

Phone: (07) 3003 6394