

# Honouring our Veterans Grants Program

## How to prepare for your application

Before you start an application, it's important to carefully read the [Program Guidelines](#) to make sure the grant you have identified is suitable for your project.

Program Guidelines provide details about:

- the grants program's purpose and expected results
- key dates (*opening, closing, project delivery*)
- the amount of available funding
- the types of organisations that can apply
- suitable types of projects/events/activities
- how and where to apply for the grant
- which documents to include in your application
- how your application is assessed
- payments and GST
- links to helpful websites

### Planning is the key to a good application!

- ✓ **PLAN** your project/event/activity and understand its purpose
- ✓ **RESEARCH** your project/event/activity
- ✓ **READ** the Program Guidelines
- ✓ **READ** and **FAMILIARISE** yourself with the application form
- ✓ **READ** the recommended publications
- ✓ **GIVE** yourself enough time to prepare
- ✓ **MAKE** a checklist to assist with planning
- ✓ **GATHER** everything you need to apply!

If you are unsure which grant stream is appropriate, contact Veterans Queensland by phone on (07) 3003 9656 or emailing [honouringourveterans@premiers.qld.gov.au](mailto:honouringourveterans@premiers.qld.gov.au).

### ❖ Check you are eligible to apply

- The [Program Guidelines](#) will explain:
  - ✓ if your organisation type is eligible
  - ✓ if your project type is eligible.
- Read the list of eligible and ineligible project costs to understand what you can and can't include in your application.

### ❖ Research how much your project will cost

Before starting your grant application, make sure you know the cost of your project. This will involve getting quotes for some or all parts of your project. Keep in mind that quotes older than six months are considered outdated and should be updated.

No matter what the size of your project, if the grant funding is not enough to cover the costs, seek support from others.

**Tip 1 Consider reaching out to other organisations to provide financial support for your project.**

Applicants for **Community and Minor Capital Works Grants** who make a cash contribution of at **least 10%** of the total project costs may be prioritised.

Applicants for **Major Capital Works Grants** must make a cash contribution of **at least 25%** of the total project cost to be eligible for funding.

Suggestions:

- local councils
- local businesses/banks
- other government grants
- charitable organisations
- local members of Parliament
- fundraise

**Note**

**Did you know contributing to the cost of your project can strengthen your application?**

Including a cash contribution in your grant application shows that you are committed to the project and willing to invest your own resources. It shows you have a vested interest in the outcome.

**❖ Preparing your application**

- ✓ Check the application closing date
- ✓ Check project delivery dates
- ✓ Gather the supporting evidence or documents required - such as photos, letters of support, Council approval, heritage exemption certificate and conservation management plans for heritage listed buildings (see Tip 2)
- ✓ Double check the instructions in the application form
- ✓ Decide who is going to manage the project – do you have the specialist skills required, or will you need to bring on contractors or a project manager?

**Tip 2 It is important to act quickly to make sure you get all the required documents**

Check the Program Guidelines and the application form to see what is needed, for example:

- a detailed project plan (see Tip 3)
- a budget for the full project (see Tip 4)
- quotes (no more than six months old)
- heritage exemptions
- conservation plans (heritage listed buildings)
- letters of support (no more than six months old)
- photos showing condition of memorial/property
- drawings/plans

**Note**

**Including detailed information about your project will enhance your application.**

You might have a great project or significant event planned, but you may miss out on the funding if you do not include enough detail about the project.

### Tip 3 What to include in your project plan

When writing your grant project plan, make sure you include:

- a description and scope of your project
- what outcomes you want to achieve
- how your project will be undertaken
- the important steps and timeframes
- who will manage the project
- the key stakeholders involved
- a budget outlining all costs
- a timeline of when key stages (i.e. milestones) will be achieved
  - include expected project delivery and launch event dates (if applicable)
  - ensure your timeline fits within the project delivery timeframes
- a promotional plan (if applicable)
- risk management (e.g. planning for delays with construction, supply of materials, weather etc.)
- an evaluation of how you will measure the success of your project (important for Capital Works).

**Note**

It is important to have the skills and expertise to be able to do your project.

- Ask yourself:
  - do you have the right skills in your team to deliver the project?
- Are your proposed contractors licensed?
- Do you need specialist advice (e.g. heritage consultant or a project manager?)

### Tip 4 What to include in your budget

The budget must show both the grant expenditure and applicant's contribution. This includes:

- cash contributed by your organisation
- cash contributed by other organisations (e.g. sponsorship and donations)
- grants from other programs (federal / state / local government)

**Note**

All funding details must be confirmed when you submit your application

This includes the organisation's cash contribution, plus any cash contributions from other parties. It is best to get contributions confirmed in writing.

Written quotes:

- must be on a company or business letterhead
- supplier must have a valid ABN
- must be from appropriately qualified providers
- should be current (e.g. less than six months old)

## ❖ You should now be ready to write your application!

The Program is highly competitive, so it's important to provide as much detail as possible in your responses, while keeping within the specified word limits.

You want to make sure your application stands out from the rest! (see Tip 5)

### Tip 5 Writing a strong grant application means detailing the *Why, What, When* and *How*.

Be convincing when you explain:

- **WHY** is the project needed?
- **HOW** will it respond to the needs of the veterans' community?
- **HOW** many veterans and their families will benefit?
- **WHAT** the benefits will be for the veterans' community?
- **HOW** the project fits the purpose of the grants program?
- **HOW** the community is supportive and/or involved?
- **HOW** the project will be managed and completed

#### Note

##### It's all about the details!

- There's never enough money to go around, so make your application is too good to refuse!
- A great idea still needs to be backed up with convincing evidence.
- Don't skimp on the details!

Check the weightings used for the assessment criteria. Weighted scoring highlights the most important parts of the assessment, so make sure you pay close attention to the areas that carry the most weight when preparing your application. Focus your efforts where it matters most!

Once you've finished your application, ask someone else to review it.

Ask if they can clearly explain what your project is about and understand your goals. Encourage them to spot any errors, unclear areas, or areas for improvement. Fresh perspectives can make a big difference!

For further tips on preparing a grant application, you can access the Business Queensland website at:

<https://www.business.qld.gov.au/starting-business/advice-support/grants/prepare-write-application>.

## Still have some questions?

Contact Veterans Queensland by phone on (07) 3003 9656 or email [honouringourveterans@premiers.qld.gov.au](mailto:honouringourveterans@premiers.qld.gov.au).

**Good luck! We look forward to receiving your application!**