



Grant writing

tips and tricks

**Arts
north
west**



connections
creativity
communities



Grant Writing Workshop Resource

Overview

- Identifying and develop the idea
- Who are you?
- Project Development
- Identify your grants
- Tiers of Funding
- Guidelines
- Evidence
- Resources and Budgets
- Support Material
- Evaluation



WHO ARE YOU?

Background/history, your practice/ geographic location, management/legal structure, aims and objectives, current or recent projects, partnerships

This information will define ‘who you are’ and ‘what you do’ to the panel assessing your application. They don’t know you, so explain! You can use this for numerous grants, your website, your artist or organisational bio.

PROJECT PLAN

What (event / activity / project) do you want funding for? What the basic scope of the idea?

Who is involved? Identify who you want to work with or bring onto the project staff, artists, artswokers, consultants, facilitators or any other personnel involved – both paid and volunteer. Who will manage the project?

Where? Location and information including demographics of the community, accessibility, Why this location? Will the project's outcomes extend statewide, regionally or remain within the local area/community?

When? Duration of the project? Significant timeframes or events that need to be considered? Any seasonal issues? If specialist skills are needed – are those skills available during the expected project timeframe?

Who will benefit? Who is the project for and who are the beneficiaries? (Target Groups), What are the proposed outcomes of the project? Long-term and short-term, What will the project produce? (outputs - stats like number of shows, tickets sold)

Why? Why does the community need this project? What are the current limitations of the community? Is your organisation best placed to address this challenge/need

But really, Why? Is there evidence of community support? Why is it important in the context of the area? Use FACTS: eg. economic dependency, population decline, insufficient employment opportunity and difficult socio-economic conditions. What is the “Do nothing option” vs “Do something option”

What is required to deliver the project? Funds, if so how much? Permissions to use land? Permission from management?

PROJECT MILESTONES

Let's breakdown the project into smaller steps

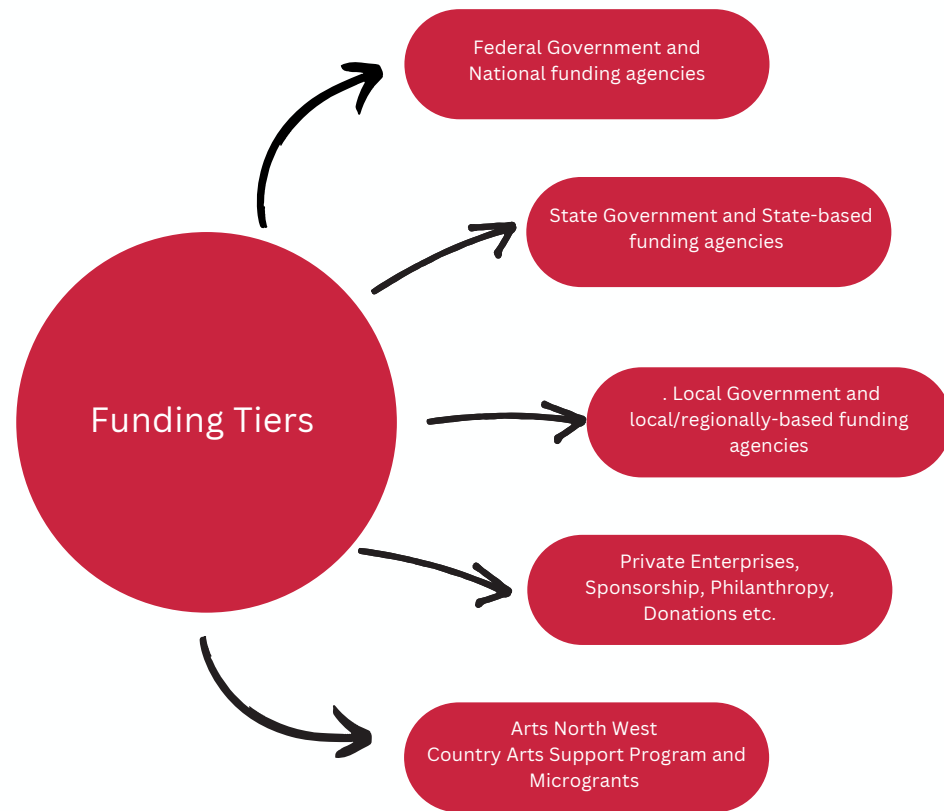
Key considerations include:

- Expression of Interest Timeframes
- Media and Marketing development and timeframes (6 weeks to start advertising and ticketing - minimum)
- Negotiating contracts and return times
- Contractors, specialists, key dates
- Road bumps and contingency
- Dates or milestones that cannot be moved

Key Date	Action	Responsibility
Key Date	Action	Responsibility
Key Date	Action	Responsibility
Key Date	Action	Responsibility
Key Date	Action	Responsibility

TIERS OF FUNDING

Funding in Australia can be broken down into four (4) basic tiers:



GRANT LISTINGS

Creative Australia - <https://creative.gov.au/investment-and-development/>

Create NSW - <https://www.nsw.gov.au/arts-and-culture/engage-nsw-arts-and-culture/get-funding-and-support>

FRRR - <https://frrr.org.au/funding/>

Arts North West – Current Funding Opportunities - <https://www.artsnw.com.au/funding-from-arts-north-west>

Regional Arts NSW – Grants Calendar - <https://regionalartsnsw.com.au/category/grants/>

NSW Government Grant Funding - <https://www.nsw.gov.au/grants-and-funding>

Regional Development - Grants and Funding Opportunities - <https://www.rdani.org.au/grants-funding.php>

Australian Government Business - <https://business.gov.au/grants-and-programs>

Regional NSW - <https://www.nsw.gov.au/regional-nsw/programs-and-grants>

NSW Environment and Protection Authority - <https://www.epa.nsw.gov.au/working-together/grants>

NSW Aboriginal Affairs - <https://www.aboriginalaffairs.nsw.gov.au/grants/>

NSW Rural Assistance Authority (RAA) - <https://www.raa.nsw.gov.au/grants>

Destination NSW - <https://www.destinationnsw.com.au/destination-nsw-business-support/grants-and-funding>

Office of Environment and Heritage - <https://www.environment.nsw.gov.au/topics/heritage/heritage-grants>

By subscription:

- Grant Guru
- Arts Hub
- Grants Hub
- Our Community
- Grant Connect

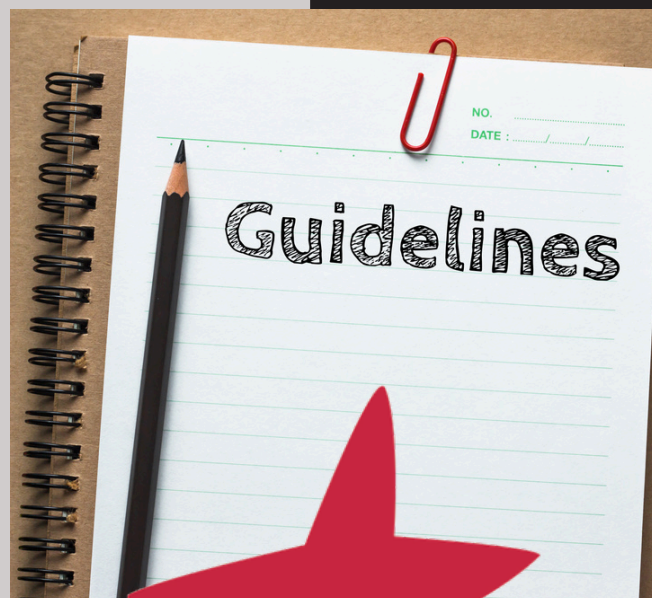
READ THE GUIDELINES

Always read the Guidelines and the Application Form thoroughly before commencing your application.

They give an overview of the program's objectives and its eligibility criteria, categories and amounts of funding available, required support material and closing dates.

This will determine whether your proposed work is eligible and a strong fit for the program's deadlines and objectives.

PRINT IT OFF AND IDENTIFY THE KEYWORDS OR STATEMENTS



PICK UP THE PHONE

Contact the program officer

Most funding programs are generally managed by a particular member of staff within an organisation.

Make contact and introduce your project to ensure you are applying to the right program, ask questions, find out whatever you can about program priorities, decision making process, amounts previously given and endeavour to establish a positive relationship with the person involved.

Check in with your RADO

Lauren is available to discuss your ideas, queries and concerns and can give you advice about funding sources.



Evidence

Why is the project valid and who else agrees with you?

01

Organisation's future planning

02

Government Plans or Strategies

03

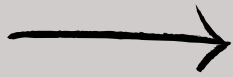
Data and Statistics of the region

04

Quotes and Budgets

01

Organisation's future planning



Your Local Government:

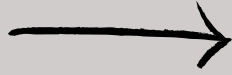
- Strategic Plan
- Operational Plan
- Delivery Plan
- Priority Projects

Your Organisations:

- Vision, Mission Statement etc

02

Government Plans or Strategies



- **Federal Government - 'Revive: a place for every story, a story for every place -**
<https://www.arts.gov.au/publications/national-cultural-policy-revive-place-every-story-story-every-place>
- **NSW Government - Create NSW NSW Arts, Culture and Creative Industries Policy: Creative Communities -**
<https://www.nsw.gov.au/arts-and-culture/engage-nsw-arts-and-culture/resource-hub/creative-communities>
- **NSW Government - New England North West Regional Plan 2041 -**
<https://www.planning.nsw.gov.au/sites/default/files/2023-03/new-england-north-west-regional-plan-2041.pdf>
- **UNESCO -** <https://www.unesco.org/en/articles/>
- Department of Aboriginal Affairs - OCHRE Plan -
<https://www.aboriginalaffairs.nsw.gov.au/our-agency/staying-accountable/ochre/the-ochre-plan/>

03

Data and Statistics of the region



- **Australian Bureau of Statistics -**
<https://www.abs.gov.au/>
- **Socio-Economic Indexes for Areas (SEIFA) -**
<https://catalogue.data.infrastructure.gov.au/dataset/rdh-socio-economic-indexes-for-areas-seifa>
- Some Council's subscribe to Profile.id - Provides information on Community data eg: population, age structures, ethnicity, religion, income, qualifications, disability, disadvantage etc -
- <https://profile.id.com.au>

04

Quotes and Budgets



- Get your quotes FIRST!
- Infrastructure grants need a minimum contingency of 13%
- Is the grant going to cover all of the project? What is your co-contribution? Who else is contributing funds? or time?

RESOURCES

- How much will it cost? (budgeting expenditure)
- Where is the money? (budgeting income)
- Key Partnerships (In-Kind contributions)



BUDGETS

- What resources are needed (financial, human, materials)?
- Do you have the capacity to deliver the project?
- Is it a one-off project, or do you really need ongoing funding?

WHAT IS IN-KIND?

'In-kind' match is a donation of goods or services where no monetary transaction takes place eg. supplies, equipment, professional services, volunteer hours, or expertise provided by individuals or businesses. Noncash contributions provide value through the donation of assets or resources that have a monetary worth.

- **ATO - Cents per kilometre method**

<https://www.ato.gov.au/businesses-and-organisations/income-deductions-and-concessions/income-and-deductions-for-business/deductions/deductions-for-motor-vehicle-expenses/cents-per-kilometre-method#ato-Rates>

- **Centre for Volunteering - Value of Volunteering Calculator**

<https://www.volunteering.com.au/resources-tools/cost-of-volunteering-calculator/>

- **NAVA Fee Schedule**

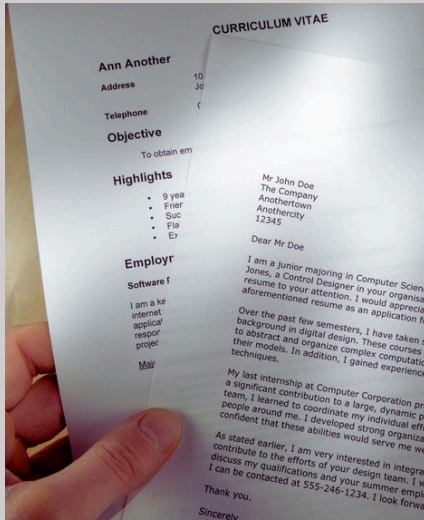
<https://code.visualarts.net.au/payment-rates/overview>

BUDGETS

EVENT BUDGET (INCLUDE INKIND)						
INCOME	Budget	Notes/Comments		INKIND DETAILS		
ENTRY RELATED INCOME				INKIND-WHO	Budget	Actual
Box Office (Ticket Sales)	\$0.00			Own	\$	\$-
Entry Fees/Workshop Fees	\$0.00			Partner	\$	\$-
Other	\$0.00				\$	\$-
Retail income	\$0.00				\$	\$-
OWN/PARTNER CONTRIBUTION					\$	\$-
Own Contribution (cash)	\$0.00			TOTAL	\$	\$-
Own Contribution (inkind)	\$0.00					
Volunteers (inkind @\$20 per hour)	\$0.00					
Partner Organisation(s) Contribution (cash)	\$0.00			INKIND SUPPORT - WHAT	Budget	Actual
Partner Organisation(s) Contribution (inkind)	\$0.00			Insurance		\$-
SPONSORSHIPS/DONATIONS				Venue Hire/catering		\$-
Foundations/Donations	\$0.00			Comms		\$-
Sponsorship	\$0.00			Graphic Design		\$-
GOVERNMENT GRANTS				Proj Mt		\$-
Federal (eg Australia Council)	\$0.00			TOTAL	\$	\$-
State (eg Arts NSW)	\$0.00					
Local Government	\$0.00			THIS GRANT (if applic)	\$-	
This grant	\$0.00					
GRAND TOTAL	\$0.00					
EXPENSES	Budget	Notes/Comments				
PROGRAM						
Artist Fees/Workshop Provider Fees	\$0.00					
Allowances and On costs	\$0.00	Super 11.5% and workers comp 1%. Add 3% for leave loading if required				
Art materials	\$0.00					
Travel costs @.66c per km	\$0.00					
Accommodation @\$132 per night	\$0.00					
Per diems @\$112 per day	\$0.00					
Welcome to Country	\$0.00					
VENUE						
Venue hire	\$0.00					
Equipment hire	\$0.00					
Signage	\$0.00					
Catering	\$0.00					
PROMOTION						
Paid advertising	\$0.00					
Comms/PR	\$0.00					
Web development/social media	\$0.00					
Graphic Design	\$0.00					
Promotional material, printing	\$0.00					
ADMINISTRATION						
Project Management	\$0.00					
Volunteers (\$20 per hour)	\$0.00					
Documentation	\$0.00					
Insurance	\$0.00					
Admin/Auspicing Fee	\$0.00					
Other	\$0.00					
GRAND TOTAL	\$0.00					
PROFIT/LOSS	\$0.00					

SUPPORT MATERIAL

Don't underestimate how long it might take to collate your support material !



- Audited financial statements
- Certificate of Currency for Public Liability Insurance
- Evidence of your tax status (NFP, DGR etc)
- A brief bio or an up-to-date CV for all artists involved in the project.
- Evidence of community support – letters of support from relevant community organisations
- Quotations for budget items
- Business Plans

TIPS & TRICKS



MUST BE THE MOST RECENT!

- Audited financial statements
- Certificate of Currency for Public Liability Insurance
- Evidence of your tax status (NFP, DGR etc)

KEEP TO ONE PAGE!

- A brief bio or an up-to-date CV for all artists involved in the project.
- Evidence of community support – letters of support from relevant community organisations

Every Letter of Support must be different!

Create a list of dot points that outlines the project and project outcomes

PROJECT EVALUATION

What

OUTPUT

Quantitative data is numbers-based, countable, or measurable.

and

OUTCOMES

Qualitative data is interpretation-based, descriptive, and relating to language, experiences, social, emotional and economic wellbeing

"empowerment," "confidence," or "capacity."

How

Quantitative data

- Door counts
- Audience Numbers
- Participant Numbers
- Tickets sold
- Artists involved
- Webpage visits

Qualitative data

- Feedback forms
- Project Highlights
- VOX pops
- Interviews
- Wellbeing assessments
- Milestone/ Skills assessments
- Focus groups
- Collection of new works created throughout project
- Ongoing social impact statements
- Social Value Statements

ANY QUESTIONS?

Reach out.



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