

Safe and Diverse Communities Grants Program

How to write an effective grant proposal

The purpose of this grant program is to support community led projects to increase the capability of culturally and linguistically diverse communities to recognise, respond to and prevent domestic and family violence across Queensland. The grants aim to create meaningful partnerships and engagement with people from culturally and linguistically diverse backgrounds to take proactive steps in improving women's safety and through awareness and prevention initiatives to address domestic and family violence.

Step 1: Get started

- Read the [Grant Information and Application Guidelines \(PDF\)](#).
- Talk with your team and organisation about what kind of proposal you want to implement within your community.
- Review the application form via SmartyGrants, see what information the form is asking you to provide.
- Think about what community groups need support with recognising, responding to and preventing domestic and family violence.
- Identify what relationships/partnerships you already have established in the targeted community group that will support the delivery of your project, initiative or activity.
- Check the due date for the grant application. It might help to put a reminder in your calendar.
- Get approval from your manager or chief executive officer, if required, before you submit an application.

Step 2: Start writing it down

- Have a brain storming session with your team to discuss what the aims, goals and purposes are for your proposed initiative.
- Developing a brief project plan can help to focus your initiative to answer the questions.
- Review the questions that are a part of the Selection Criteria for each funding amount (small grants up to \$25,000 and larger grants up to \$150,000)
- Make some dot points under each selection criteria. There are five standard selection criteria for all applications, with an additional sixth question for applications being made for the larger grant amount.
- **Standard Selection Criteria** for all applications:
 - Describe your initiative and how it addresses the priority issue/s under 'Objective of grant program' in the *Grant Information and Application Guidelines*.
 - *Tell us what you are going to do and why you want to do it, and how it connects with the priority issues that need to be addressed.*

Example:

In 2020 the DFV Prevention Culturally and Linguistically Diverse grants were implemented with 11 successful organisations receiving a grant.

One successful organisation proposed a project to deliver workshops and presentations that were led by organisations and community leaders that were active within the culturally and linguistically diverse communities. The workshops and presentations focused on building community resilience and furthering the communities understanding of both the prevalence and seriousness of domestic and family violence.

This organisation provided a detailed application that was clear in what they wanted to achieve. They outlined how their workshops and presentations would provide outcomes to preventing domestic and family violence in their community and how the initiative linked to the Third Action Plan for the Domestic and Family Violence Strategy. They used examples of research and data to help strengthen their application and they provided a clear budget.



- Tell us about what community group you are targeting (and why), and what existing connections, partnerships, networks and/or alliances you have within the targeted community that you will be utilising for this project.
 - *Describe the community group that needs support and why the support is needed, including any demand/need analysis that has been undertaken. You can use some data here to help emphasise why your target group is important.*
 - *Tell us about how any existing partnerships and relationships with the targeted community will be utilised to deliver the initiative. Applications involving more than one organisation should be made jointly. For joint applications between more than one organisation, a lead must be identified.*
- Present a plan for the project including details of proposed methods of promotion for the project.
 - *Tell us how you think your initiative will make your community a safer place and how it will support your community with recognising, responding to and preventing domestic and family violence. This could include developing people's understanding of what is domestic and family violence, where to get help and ways to overcome barriers for those seeking support.*
 - *Your plan could include key project information such as:*
 - *Goals and project objectives.*
 - *Success metrics.*
 - *Stakeholders and roles.*
 - *Scope.*
 - *Milestones, deliverables, and project dependencies.*
 - *Timeline and schedule.*
 - *Communication plan.*
- Present a budget that is complete, realistic, provides value for money and clearly outlines how the grant funding will be spent.
 - *This is an opportunity to tell us how the funding will help the targeted community including how it might leverage any existing work to improve DFV outcomes for targeted community members. There is also a budget breakdown table that forms part of this Selection Criteria.*
- Demonstrate capacity and experience to manage and deliver the event or activity (including planning, implementation, and evaluation of its success).
 - *Tell us about previous initiatives that you have successfully delivered, and the factors that will create success in your intended initiative. Outline any plans for establishing an evidence base and/or evaluation.*
- **Additional Selection Criteria** for applications seeking larger grant amount:
 - Tell us about how the planned project will contribute to sustained community impact beyond the grant's expiration. The project must involve the development of training programs / resources / materials tailored to address the priority issue/s under 'Objective of grant program'.
 - *Describe how the initiative's benefits/impacts for community will extend beyond the grant expiration.*



Step 3: Writing your application

- Start to complete your online application on SmartyGrants.
- To complete the application you will need:
 - Your organisation's ABN
 - Organisation's address
 - The applicant's contact details
 - Authority from your executive to submit the application. This is outlined in the application form
- You will also need your dot points, budget outline, project plan, notes or ideas to complete the Selection Criteria.
- Draft your responses to the application, ensuring you adhere to any word counts.

Step 4: Reviewing your application

- Take time to review your application and make sure that you read it thoroughly.
- Check for spelling mistakes, make sure that your sentences are complete and clear.
- Check your budget meets the grant guidelines.
- If possible, get someone else to review your application or review it again.

Step 5: Submitting your application

- Once you have completed your final review submit your application.
- Make sure to have your completed submission in on time as late submission will not be accepted.

Other tips for writing a grant application

- Ensure that you are eligible for the grant and read the grant guidelines.
- Keep your answers short and concise.
- Avoid repeating yourself – you only get a few words for each criteria question.
- Do some research and make a connection between your initiative and how it will assist in the prevention of domestic and family violence.
- Connect the goals and aims of your proposal to the people who will benefit from it.
- Make sure the budget is clear and meets eligibility criteria.
- For further information on what the Queensland Government is doing in relation to women's safety and violence prevention please see the *Domestic and Family Violence Prevention Strategy 2016-2026* and the Fourth Action Plan.

