

Keeping Women Safe from Violence

Grants Program

How to write an effective grant proposal

The purpose of this grant program is to end gender-based violence through supporting projects and initiatives committed to addressing [The National Plan to End Violence against Women and Children 2022-2032](#) (the Plan). This one off grant program will be available for services to trial new innovative initiatives that support the Plan and deliver on an initiative funded under [The National Partnership Agreement](#) (the Agreement) to continue to meet critical demands of the domestic, family and sexual violence responses in the community.

Services in scope for funding

Grant applications will be considered from the following service types:

- Family and domestic violence services
- Sexual violence services
- Family, domestic and sexual violence helplines
- Housing and accommodation services
- Specialist support services for children
- Specialist support services for diverse people and groups
- Legal support and court-based services
- Victim-survivors (i.e. brokerage funding or flexible support packages)
- Perpetrator interventions and men's behaviour change programs
- Other generalist or specialist services providing support for people experiencing family, domestic and sexual violence.

Practice Standards

Any application being put forward that will be providing frontline service delivery (i.e. are working with women and/or children victim/survivors or men who perpetrate domestic and family violence) must align their initiative and its delivery to the [Domestic and family violence services - Practice principles, standards and guidance](#) and any other relevant areas of the [Investment Specification](#) if necessary.

Step 1: Get started.

- Make sure you have read the grant guidelines first.
- Make sure you talk with your team and organisation about what kind of project or initiative your organisation can deliver.
- Review the application form via SmartyGrants, see what information the form is asking you to provide.
- Make sure you check the due date for the grant application and put a reminder in your calendar.

Category 1 - Example

Initiatives may include review or evaluation of an existing successful program where evidence has not been gathered, or to pilot a small-scale program that supports ending violence against women and children.

- An organisation may wish to conduct post program evaluation to review the long-term change for young boys who attended a program on healthy relationships that challenged toxic masculinity.
- An organisation may wish to run a small pilot program underpinned by research that includes a review of outcomes to build evidence-base.

Category 2 – Example

Initiatives may include piloting a larger scale project that will include program evaluation to gather and build the evidence base to support current gaps.

- An organisation may seek to run a program that harnesses technology in the prevention of violence against women and children and include program evaluation.
- An organisation may seek to partner with a university or research body to create awareness raising activities or campaigns, including a program evaluation and/or gathering evidence-base for that initiative.



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- Make sure you have approval from the authorised person (manager, chief executive officer) to submit an application to the grant program.
- Think about what kind of initiative your organisation can deliver that aligns with the Plan and the Agreement.
- Consider if there is another organisation you may wish to partner with to deliver this initiative.

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, the project plan is not required for the grant application.
- Review the questions that are a part of the selection criteria and make some dot points:
 - Proposal and strategic alignment to the Plan;
 - Provide a detailed description of your initiative and the outcomes you are expecting.
 - Include a clear description of any partnerships between not-for-profit organisations and/or research bodies.
 - Provide evidence based or research data that underpins this initiative.
 - Provide evidence that this initiative is not business as usual or currently funded through existing funding sources or other grants.
 - Appropriate delivery to the intended audience;
 - Does your initiative connect effectively to provide benefits to the intended audience?
 - Provide a clear definition of your audience and/or vulnerable cohort both direct and indirect.
 - Provide a rationale as to why you chose this audience/vulnerable cohort.
 - Consider engagement mechanisms and equitable access.
 - Expected outcomes and changes;
 - Clearly outline the expected outcomes of your initiative against the Plan objectives and principles and the Agreement.
 - What benefit will your initiative achieve for Queensland women and/or children?
 - How will direct and indirect audiences benefit from your initiative and or resources you produce? *Consider how this program could build capacity or inform the DFSV sector.*
 - Budget and appropriate use of funds;
 - Your initiative must represent value for money and budget items must meet the eligibility criteria.

Step 3: Start writing your application

- Start to complete your online application on SmartyGrants.
- Make sure that you have all the relevant information you will need to complete the form, you will need:
 - Your organisation's ABN
 - Organisation's address
 - The applicants contact details



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- Authority from your executive to submit the application. This is outlined in the application form
- You will also need your dot points, project plan, notes or ideas to complete the selection criteria.
- Draft your responses to the application.

Step 4: Review

- 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: does it meet the grant guidelines (carefully read the eligible and not eligible items).
- If possible, get someone else to review your application or review it again.

Step 5: Submit

- Once you have completed your final review submit your application.
- Make sure to have your completed submission in on time
- Provide evidence of partnerships or auspicing in the form of support letters and or agreements between you and the partnering organisation.

Other tips for writing a grant application

- Ensure that you are eligible for the grant.
- Make sure you read the guidelines, the Plan and the Agreement to ensure your initiative aligns with the grant program.
- Keep your answers short, concise and succinct.
- Avoid repeating yourself, you only have 600 words for each criteria question.
- Consider providing appropriate research or evidence base references that underpins your initiative.
- Make sure the budget is clear and meets eligibility criteria.

Checklist before lodging your application.

- ☐ Does my initiative support the strategies and objectives of the National Plan
- ☐ My organisation is listed as a “service in scope for funding” (check page 3 in grant guidelines)
- ☐ My organisation is eligible for the grant program (check page 6 in grant guidelines)
- ☐ I have included support letters to indicate partnership or auspicing arrangements with other Organisations/individuals
- ☐ I have answered the selection criteria questions, and included references for research and evidence-based principles
- ☐ My initiative will be delivered between April 2023 and September 2024