



ARE YOU GRANT READY?

This information sheet has been prepared by the Rural City of Wangaratta's Community Grants Team to support community members and groups who are interested in applying for grant funding.

It outlines general tips and suggestions that may help strengthen your application, whether you are applying for Council grants or funding offered by other organisations.

Please note that this guidance is general in nature and cannot guarantee the success of any application. Each grant program has its own eligibility criteria, requirements, and assessment processes. We strongly encourage all applicants to carefully read and follow the specific guidelines for any funding opportunity they choose to pursue.

For further information, please contact Community Grants: community@wangaratta.vic.gov.au

Before You Search for a Grant

Take time to understand your organisation and what you want to achieve. This will help you target the right grants and prepare stronger applications.

Consider the following questions:

- What is your organisation's mission — why do you exist?
- Who are your members, and what resources do you currently have?
- What outcomes do you want to achieve? What problems or community needs are you trying to address?
- What projects could help you achieve these outcomes?
- Which projects are the highest priority?
- What is the best way to fund each project — fundraising, sponsorship, grants, partnerships, or other methods?

Remember: *Decide on your project first — then look for funding.*

2. Research and Plan

Good planning lays the foundation for a strong grant application. The more prepared you are, the easier the application process will be.

Steps to consider:

- Identify your project team. For example:
 - A grants officer
 - Someone to source quotes
 - Someone to research
 - Someone to gather supporting documents
- Collect data and documents that supports the need for your project.
- Request letters of support from relevant organisations or partners.
- Research your group's demographics and your local community.
(*Your community profile can be accessed through profile.id. below*)
- Develop a detailed project budget, including quotes or cost estimates.
- Create a project plan, including how you will measure success and report your outcomes.
- Prepare any additional documents required for your project, such as:
 - A marketing plan
 - A risk assessment
 - A strategic plan
 - Your current organisational budget

3. Get Prepared — Grant Information Checklist

Gathering the right information before you begin a grant application will save time and help ensure accuracy.

Use this checklist to prepare your organisation's key documents and details. (Not every item will apply to every group.)

Checklist

Y/N	Information	Notes
	Registered organisation name (<i>as it appears on your incorporation certificate</i>)	
	Also known as (<i>this could be different from your registered name</i>)	
	What is your legal structure? (<i>e.g. incorporated association</i>)	
	Governing document (<i>e.g. articles of association, constitution, governing rules</i>)	
	Registration number (<i>e.g. incorporated association number/ACN</i>)	
	ABN (Australian Business Number)	

Y/N	Information	Notes
	Registered charity status/details	
	Physical address	
	Postal address	
	Email address <i>(Try not to use a personal email address, set up a generic address such as grants@yourgroupname.org.au that can be shared with other group members.)</i>	
	Contact phone number	
	Registered for GST?	
	Bank account details: <ul style="list-style-type: none"> • Bank name • Account name • BSB number • Account number 	
	Proof of bank account <i>(Note: Many funding bodies will want a copy of the front page of your bank statement that clearly shows your account name, account number, and BSB to pay your grant funds. You can hide transaction details or account balances.)</i>	
	Insurance <ul style="list-style-type: none"> • Policy type (e.g. public liability) • Insurer name • Policy number • Expiry date • Copy of certificate of currency • Will our project be covered by the policy? 	
	Does your legal and financial information match? <i>(Note: It is important for grants that details such as legal name, registration number, ABN, GST details, bank account information and insurance details are held in the same name)</i>	
	Do you need an auspice? <i>(Note: an auspice is a group that can apply on your behalf if your group does not have an appropriate set-up or legal structure. Councils grants team can discuss this with you.)</i>	
	Your website address	
	Social media – links	

Y/N	Information	Notes
	Year established	
	About your organisation <i>(a brief description of your group)</i>	
	Your membership details <i>(useful information includes number of members, some funding bodies may want to know how many are male, female)</i>	

Board/Committee members

Name	Position*	Email	Phone
	Grant writer		
	President		
	Vice-president		
	Treasurer		
	Secretary		
	Committee member		

*Nominate who will sign important documents such as the grant application or funding agreements.

*List the people who will be involved in planning and delivering your activity and who will acquit your grant

*Further information contact Community Grants: community@wangaratta.vic.gov.au