

Grant application fundamentals

Hosted by

Kelly Brown
Manager Business Tasmania

and

Suzy Cooper
Communications Consultant



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What we'll cover today

How to:

- find funding that suits your business
- plan and write a great grant application
- avoid common mistakes.

Useful documents to help with your grant writing

Business Grants Writing Handbook

Communicate Clearly guide

Getting Grant Ready Tip Sheet

Fits Me Business Funding Guide Essentials

→ find links to these at

www.business.tas.gov.au/grantwriting



Where to find grants in Tasmania

Business-related grants

Business Tasmania www.business.tas.gov.au

Community grants

www.communities.tas.gov.au

Events grants

www.events.tas.gov.au

→ Sign up for e-newsletters from these organisations, so you're the first to hear about any new opportunities





What is a grant?

A grant is money that's made available to achieve a specific purpose.

For example, a local council might provide a grant for community groups to run arts events for people of a certain age.

→ All government grants come with **Guidelines** – check the Aim section of a guideline document to understand what the grant is for.





Your grant application should link to the aim of the grant

Your application should clearly show that you:

- understand what the grant is for (its aim)
- have a clear plan to help achieve this aim.

Your application will often be compared with other applications.

The people assessing it are more likely to give you a grant if you prove you can help them to achieve their aim.



Grants are assessed in different ways

- Some grants are assessed as soon as they arrive
- Other grants are competitively assessed – which means applications are compared against each other to find the best ones.
- Read the guidelines for your grant to understand how and when it will be assessed.



Grants aren't your only option

→ **A grant is one of many options to help your organisation** – contact the team at Business Tasmania to find out what kinds of assistance are available, or find our list at www.business.tas.gov.au/funding

The Australian Small Business and Family Enterprise Ombudsman has excellent resources to help you identify ways to fund your business www.business.tas.gov.au/grantwriting

How to plan your application

Note

All Tasmanian Government grants have a link to a contact officer – they're real people and they're happy to help answer any questions.

Talk to a contact officer any time you have questions

If you get in touch with a contact officer to ask questions about a grant:

- tell them which grant you're applying for, or give them your application number if you've already applied
- they'll often be able to answer your question straight away, but they'll sometimes need to go and find extra information for you.



Before you start

When you find a grant, read all the information that comes with it carefully: guidelines, Frequently Asked Questions, checklists.

Find out:

- how much money is available
 - grant income is taxable
- if you're eligible
- the aim of the grant
- the opening and closing dates for applications.

Tip

Some grants come with a handy checklist to guide you through the process.





SmartyGrants

SmartyGrants is the online system you'll use to apply for Tasmanian Government grants.

(If you can't apply online, talk to the contact officer for an alternative.)

When you find a grant online, it will have a link to the SmartyGrants login screen.





SmartyGrants contd.

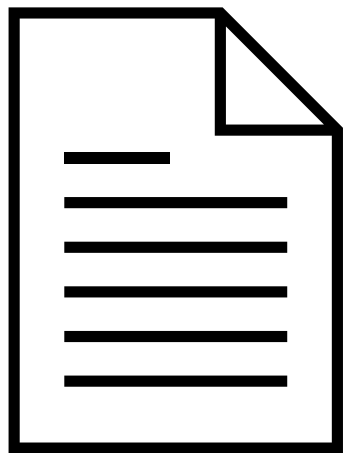
You'll only ever need one login for SmartyGrants.

Many organisations who provide grants use SmartyGrants – you can use the same login each time.

Your username will be your email address – all info about your grant applications will be sent to that email address, so make sure it's one you check regularly.

Keep your SmartyGrants login details somewhere safe so you can find them when it's time to complete your online application.

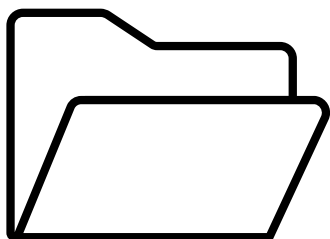




Organise all your information

Even though you'll eventually apply online using SmartyGrants, we recommend that you save all your application information onto your computer, so you have a backup and can easily cut and paste into your application.

- Set up a folder on your computer to save all the documents you'll submit with your online application
- Create a Word document or Google doc (or similar) and write your application draft here first



Example of draft application document

- Name of grant
- Link to webpage containing information about this grant
- Link to the SmartyGrants application site
- SmartyGrants login info (email and password)
- Opening and closing dates
- Contact officer's email/phone number

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Write each question you'll need to answer in SmartyGrants here (make a note of the maximum number of words or characters you'll be allowed to enter)

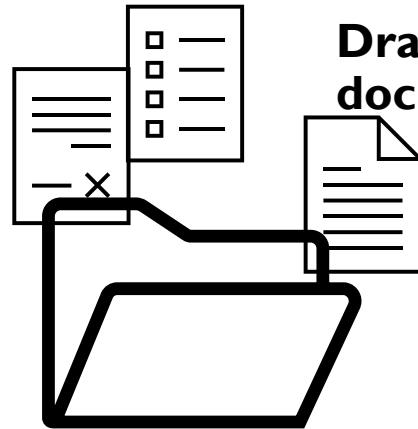
- This is the kind of information we'd save in our draft application document.
- When it's complete, you can cut and paste each answer into SmartyGrants.

You will transfer or attach all this info
into your SmartyGrants application

**Supporting
documents
saved as PDFs**



Attach to your
application in
SmartyGrants

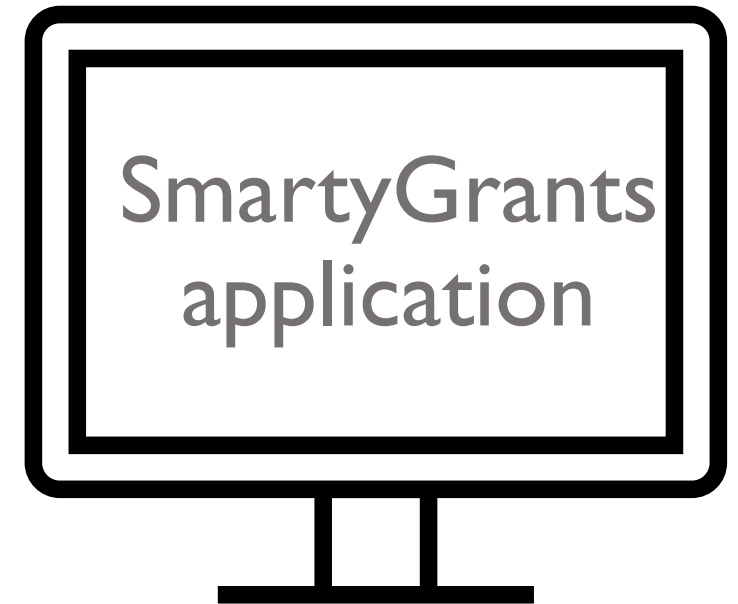


**Draft application
document**



Copy and paste
your answers into
SmartyGrants

Folder on your
computer





What to write in
your application



Humans are assessing your application – make it easy for them

Your application will be assessed by people who are from the organisation providing the grant, and by people who understand your industry.

They'll be reading hundreds or maybe thousands of applications.

They have a limited amount of grant money
→ prove you will use the money to achieve their (and your) aims.

Make sure you answer the questions – be clear

Talk to the contact officer if you don't understand what a question means.

Read questions carefully – sometimes they're asking you for several pieces of information.

Answer the questions in plain language – you can use everyday words.

If there's nowhere to introduce yourself, do this briefly in the first question in your application,

Eg. Anita's Butchery has operated successfully for 16 years in Sheffield, Tasmania.



Prove everything you say

Successful grant applications support their answers with evidence.

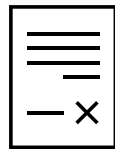
Read the guidelines and application form carefully so that you know what evidence is required, and give yourself enough time to get that evidence.

This can be things like:

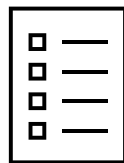
- Profit and loss statements
- Graphs, illustrations or plans
- Letters of support
- Information about your qualifications or successes

Attach evidence as PDF documents to support your application

Make sure your file names are meaningful (you can change them before attaching them in SmartyGrants)



Finances2022.PDF



Safety
Certificate.PDF

Refer to these file names in your application, so assessors know you've provided extra evidence or information.

For example:

See attached Finances2022.PDF for evidence of our income and expenditure.

Great examples of answers and evidence

A practical and comprehensive guide to assist businesses apply for business grants

Business grants
writing handbook



The **Business grants writing handbook** lists examples of different kinds of evidence you can add to your application to take your answers from good to great.

www.business.tas.gov.au/grantwriting

Before you submit your application, ask someone to check it

- Ask someone else to read through your whole application: is it easy to understand what your business or organisation does, and what you intend to use the grant for?
- Double-check all your information and numbers
 - Check your bank details are entered correctly, if you're asked for these.
 - You may be asked to submit an invoice and these bank details need to match those on the invoice.
- Make sure you've included all the information you've been asked for. If you haven't included it all, your application could be declined.



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Submit your
application on time



Leave plenty of time to finish your application

- You can work on your SmartyGrants application and save your progress as you go – press Save frequently while you work.
- Only you can see your application until the time you press **Submit**.
- You must **Submit** your application before the closing date and time.
- Applications can't be changed after they've been submitted.
- Late applications will not be accepted.

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What happens after
you submit?



What happens next?

- You'll get a confirmation email within ten minutes of pressing Submit. If this doesn't arrive - and you have checked your **Junk folder** - get in touch with the contact officer to check your application is in the system.
- All applications will be assessed – this could be a fast or slow process depending on how many there are.
- Occasionally assessors might get in touch with you for more information. Keep checking the email account you used to log in to SmartyGrants as this is how they'll contact you.

Successful or not?



- You'll be notified whether or not you're successful, generally via email.
- If you are successful, you'll be told what to do next in order to receive and use your grant.
- If you're not successful, ask for feedback on what you could do to improve future applications.
 - If you've saved all the documents to support this application onto your own computer, you could use some of this information for future grant applications.
 - Make notes on these documents with any feedback you receive.

Good luck!

We know applying for grants can be very time-consuming and sometimes confusing.

Help is available:

- Most grants have lots of documents including Frequently Asked Questions written specifically to provide clarity – check through these for useful guidance.
- Leave time to get in touch with the contact officer if you aren't sure of anything.

More information and resources at www.business.tas.gov.au/grantwriting

Or contact us

Business Tasmania

1800 440 026

ask@business.tas.gov.au