BE GRANT READY

PRE-PLAN > BE READY > FIND A GRANT > APPLY > SUCCEED

CPRG

If you have a well-planned project, grant money is a great way to get it accomplished sooner, and that's the key- grants provide money for a project. Be proactive by starting with your project and being ready when the right grant comes along.

1. PROJECT PLANNING

STICK TO YOUR CORE BUSINESS

Avoid developing projects reactively, purely for the purpose of getting a grant, as these sorts of projects typically end up costing you lots of time and effort. Don't try to manipulate a grant program or your organisation to get a grant.

PLAN STRATEGICALLY

You won't be able to get a grant for every project, so consider which projects are more likely to attract grant funding. For example, a maintenance project like fixing your roof is less likely to be eligible for a grant compared to a capacity building project like building an additional change room. That's why organisation planning is important. Make your projects clear, and prioritise and ascertain where your funding will come from.

2. RUN A GOOD BUSINESS

HAVE MONEY READY

If you try to rely on grant funding to prop up your operations, you're less likely to get a grant. You need to present as a viable business to give grant assessors the confidence that you actually have the ability to deliver your project.

You will also need to have money to put into your unfunded projects and for your contribution to jointly funded projects.

BE UP TO DATE

Ensure that you have met all of your previous reporting and acquittal requirements (e.g. annual returns to the Office of Fair Trading and previous grant acquittals).

> The best rule about grants is to forget about grants – concentrate on the project and most importantly, **running a good business.**

3. DOCUMENTATION

PREPARE YOUR DOCUMENTS

Have easily-accessible copies of frequently requested documentation, including:

- Certificate of Incorporation or Registration
- Constitution
- Most recent financial statements
- Proof of tenure (such as a lease, management agreement or rates notice)
- Up-to-date membership details

USE THE CLOUD

If you can collect documentation electronically and keep it in your cloud storage, it will be accessible for the application process, then during project delivery, then again for acquittal purposes and for the reference of future committees.

clubMENTOR
Your partner in club governance
cprgroup.com.au

CPR Group can help with **preparing grant applications, strategic planning, project planning and facility master plans.**

Contact CPRG at info@cprgroup.com.au | 1800 100 204