CITY OF MORETON BAY

CPRG

Smarter Grant Writing

Presented by **Steve Connelly**

Acknowledgement

We acknowledge the Kabi Kabi, Jinibara and Turrbal Peoples as the Traditional Custodians of the lands and waterways of the Moreton Bay Region, and pay our respects to their Elders, past, present and emerging. We recognise that the Moreton Bay Region has always been a place of cultural, spiritual, social and economic significance to First Nations people.

We are committed to working in partnership with Traditional Custodians and other First Nations communities to shape a shared future that celebrates First Nations history and culture as an irreplaceable foundation of our region's collective identity.

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Grants are **Project Based**

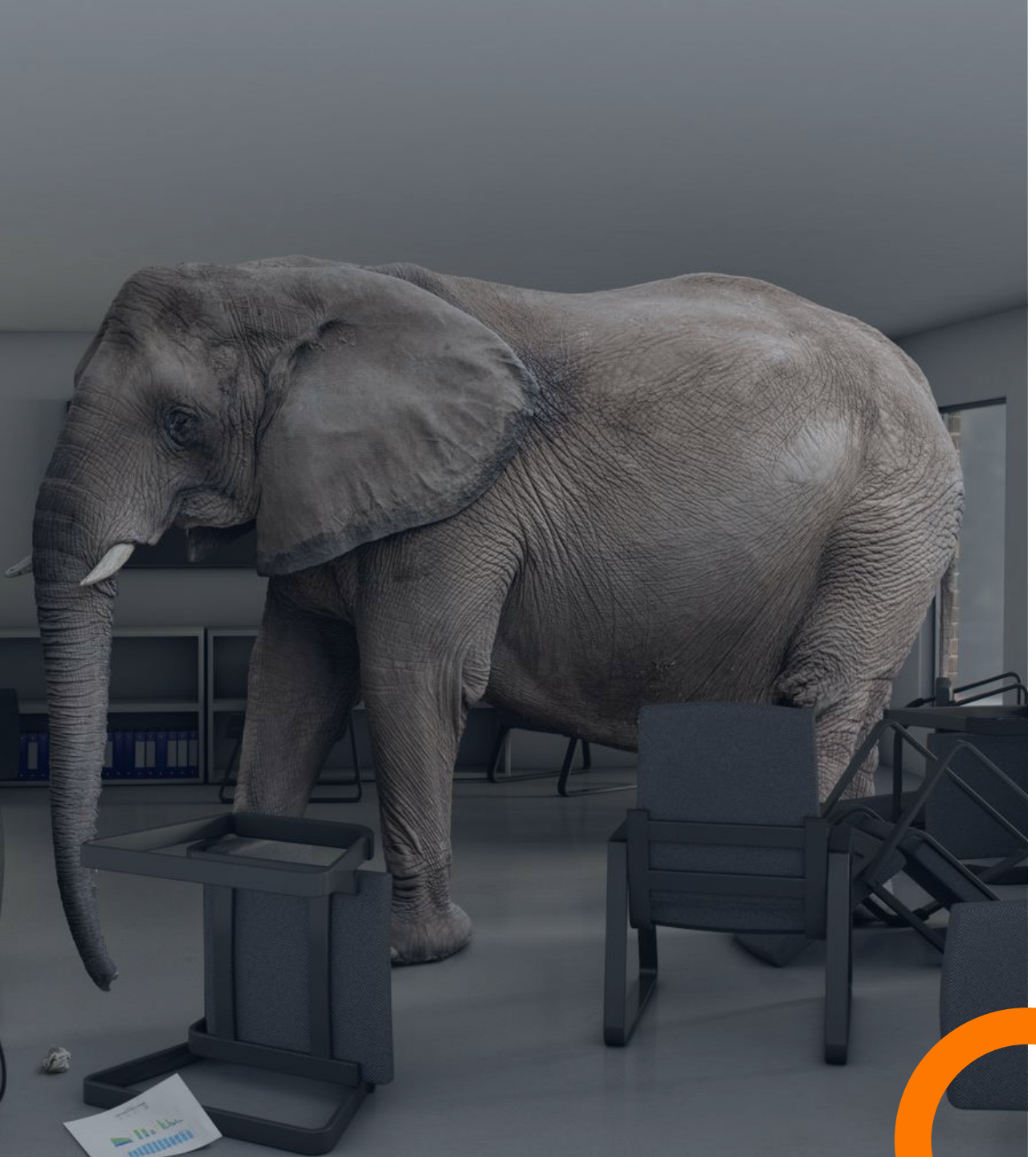
Things that we build.

Things that we buy.

Things that we do.

Grants Should **Help You Deliver**

1. Bigger
2. Better
3. Sooner



Grants can be **Political**

Not-for-profit?

Identify and Prioritise **Your Projects**

Start with your project, not with a grant

Matching Projects **To Funding**

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moretonbay.qld.gov.au/Services/Community-Support/Grants-and-Funding

moretonbay.qld.gov.au/Services/Community-Support/Grants-and-Funding/Grant-Application-Help

grantguru.com/au/moretonbay

Grants and funding

Community grants

City of Moreton Bay's community grants provide up to $30,000 to not-for-profit organisations to support a variety of local projects and initiatives.

Individual achievement grants

Funding to support individuals who have qualified or have been selected by a peak body to represent Queensland or Australia.

Regional arts development fund

The regional arts development fund supports initiatives that focus on arts, culture and heritage in Moreton Bay.

Discretionary funds

Each financial year, the Mayor and Councillors may allocate funding to community organisations for community purposes.

Community facilities interest-free loans

Interest-free loans are available for eligible sporting and community groups to develop new or improve existing community facilities.

Sponsorship for major events and activities

Council's sponsorship program helps businesses provide major community, cultural, multicultural, and sporting events and activities to City of Moreton Bay.

Environmental grants

Environmental grants provide funds to community groups and landowners, helping them protect native habitats and wildlife and strengthen conservation.

Grant application help and other resources

Get help with your grants application and find other funding opportunities in City of Moreton Bay. You can also subscribe to our newsletter.

Community Grants

Program Guidelines

moretonbay.qld.gov.au

CITY OF MORETON BAY

Important dates

All grants open from 15 July annually.

Grant	Maximum available	Closing dates	Project delivery dates
Local community support	$5,000	**Round 1** 31 July **Round 2** 30 September **Round 3** 31 January **Round 4** 30 April	**Round 1** 15 September to 31 March **Round 2** 15 November to 31 May **Round 3** 15 March to 30 September **Round 4** 15 June to 31 December
Community activities	$20,000	**Round 1** 31 August **Round 2** 28 February	**Round 1** 1 November to 31 October **Round 2** 1 May to 30 April
Community facilities	$30,000	**Round 1** 30 September **Round 2** 31 March	**Round 1** 1 December to 30 November **Round 2** 1 June to 31 May

Notification: application outcomes are advised approximately 6 weeks after the round closing dates.

Applicant eligibility

Who can and can't apply

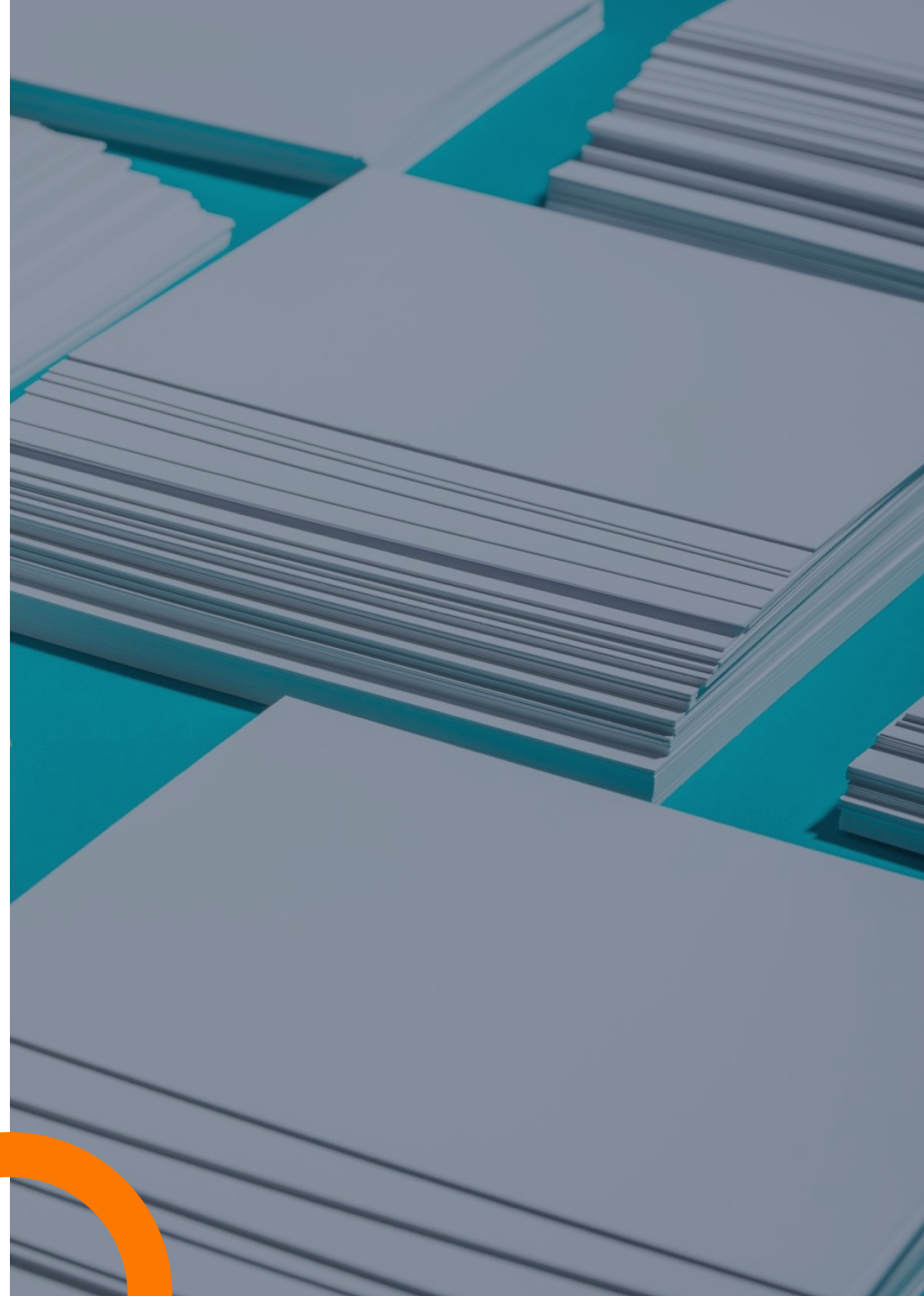
Not-for-profit organisation type	Local community support	Community activities	Community facilities
Incorporated associations	✓	✓	✓
Unincorporated organisations auspiced by an incorporated association	✓	✓	✗
Registered charities	✓	✓	✓
Companies limited by guarantee	✓	✓	✓
School or affiliated parent associations	✓	✗	✗
Kindergartens and childcare associations	✓	✗	✗
Churches	✓	✗	✗
Political groups	✗	✗	✗
Government departments or agencies	✗	✗	✗

Ineligible projects and expenditure

- Projects that have already taken place or are in progress.
- Expenditure that is the responsibility of other levels of Government.
- Projects that do not provide a benefit to City of Moreton Bay residents.
- Activities that have a commercial purpose.
- Ongoing administrative and operational costs (e.g., wages, rates, rent, insurance, utilities, subscriptions).
- Gifts, clothing, alcohol and prizes including; money, trophies, vouchers and gift cards.
- Improvements to land and/or facilities owned and controlled by; other levels of Government where there is no official land tenure agreement between the eligible applicant and the Government department or agency, or, ineligible organisation types such as land and/or facilities in private ownership.
- Support for school achievement or recognition awards and events.
- Purchase of single use plastics.
- Accommodation costs such as hotels or Air BNB.
- Expenses related to international travel.
- Projects that may create cultural, social or political risk to Council and do not demonstrate appropriate strategies for assessment and management of that risk.
- Infrastructure improvements or installations (e.g. benches, water bubblers) on Council controlled public land such as parks and foreshores that would otherwise be the responsibility of Council.

Getting ‘**Grant Ready**’

- Submit your IWA and obtain a Letter of Authority (if necessary)
- Certificate of incorporation/registration
- Constitution
- Audited financial statements
- Lease or other tenure
- Strategic plan / business plan / risk management plan
- Governing body, Council and government plans
- Register of members
- Quotes, plans, designs and approvals

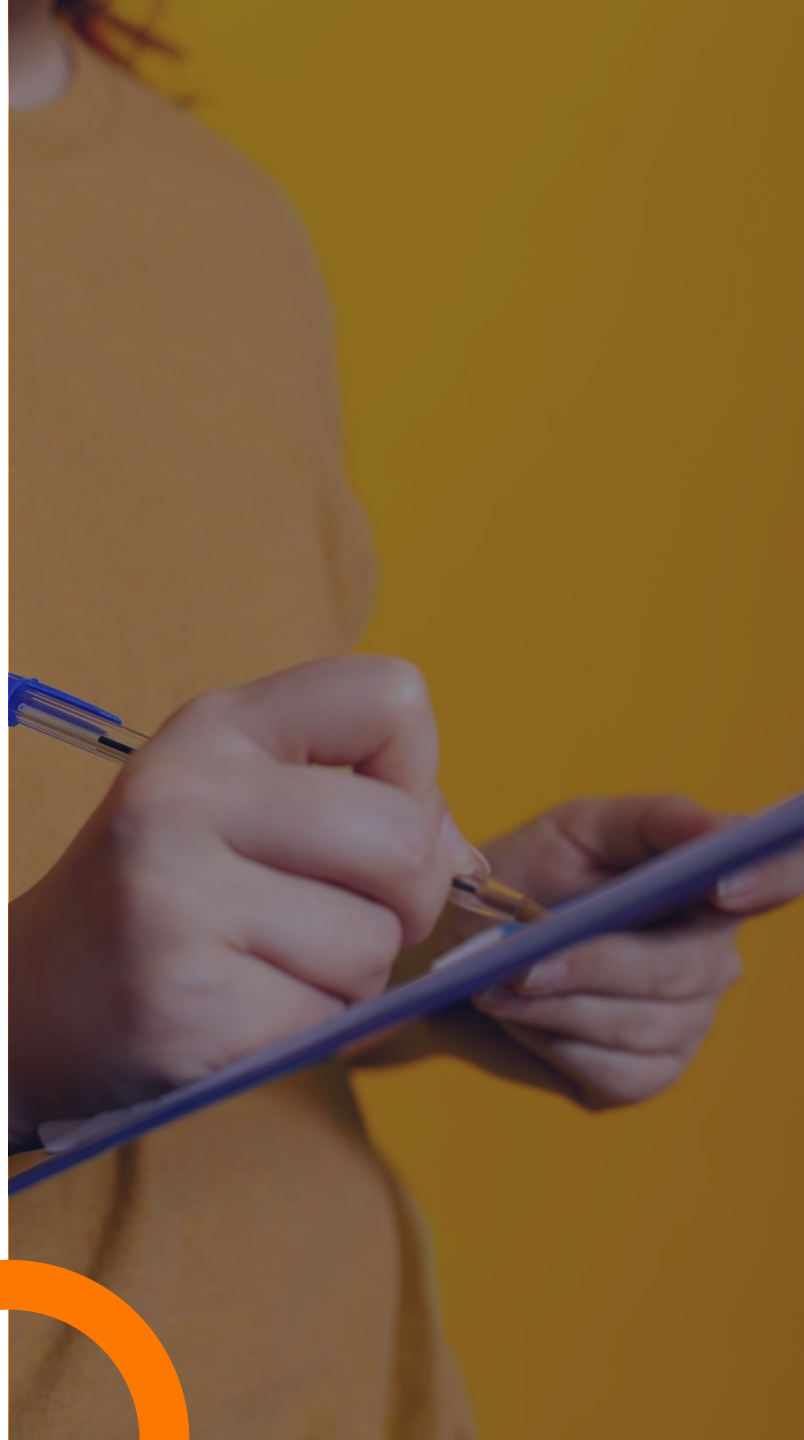


Improvement Works **Application (IWA)**

- Site plan
- Quotation for works
- Plans of the proposed works
- A copy of your organisation's certificate of currency for public liability insurance
- For sub-tenants and co-tenants - letter of support for project from the lessee or co-tenant
- Any additional information (depending on the type of works proposed)

Grant Writing **Tips**

- Stick to word limits and be precise
- Write for a reading age of 13 years
- DNU jargon, acronyms or specific terminology
- Provide context for your answers and assume the assessor knows nothing about your organisation or project
- Support answers with evidence .id informed decisions
- Replicate wording from the guidelines and application questions when writing your answers (look for hint text)
- Review and proof reed – don't rely on spell cheque
- Start writing early
- Make strategic use of AI



AI **Tools**

ChatGPT

Gemini

Claude

Copilot

Grant writing with **AI support**

- Understanding the grant
- Brainstorming your project
- Building your evidence base
- Drafting your answers
- Checking alignment with criteria
- Proofing before submission

AI Wisdom

- Keep private or sensitive details out of AI tools
- Don’t let AI invent quotes, statistics, partnerships, approvals or community support
- Check all facts, costs, dates and eligibility details against the grant guidelines
- Make sure your final application still represents your club accurately
- Be realistic about what your club can actually deliver
- **Don’t be afraid to invest!**

Assessment criteria

City of Moreton Bay Community Grants are competitively assessed grant programs. Even though an application may meet the eligibility criteria, success will depend on the number of applications received, the relative merit, quality and feasibility of the proposed project, how well the project aligns with Council's goals and outcomes, the grant priorities, and available funds. Eligible applications are assessed against the following criteria:

Need

- The application identifies a need (community or organisational).
- The project addresses this need.
- The project aligns with one of the priorities of the grant (as outlined on pages 4, 5 and 6).

Benefit

- The project demonstrates a benefit for City of Moreton Bay residents.
- The project engages with or supports one or more of Council's inclusion focus groups.
- The project demonstrates creativity, innovation, and/or best practice.

Value for money

- The budget is realistic and expenditure items are relevant to the project.
- For ongoing projects, the applicant demonstrates how the project will be sustainable.
- The project uses local suppliers where possible.

Capacity to deliver the project

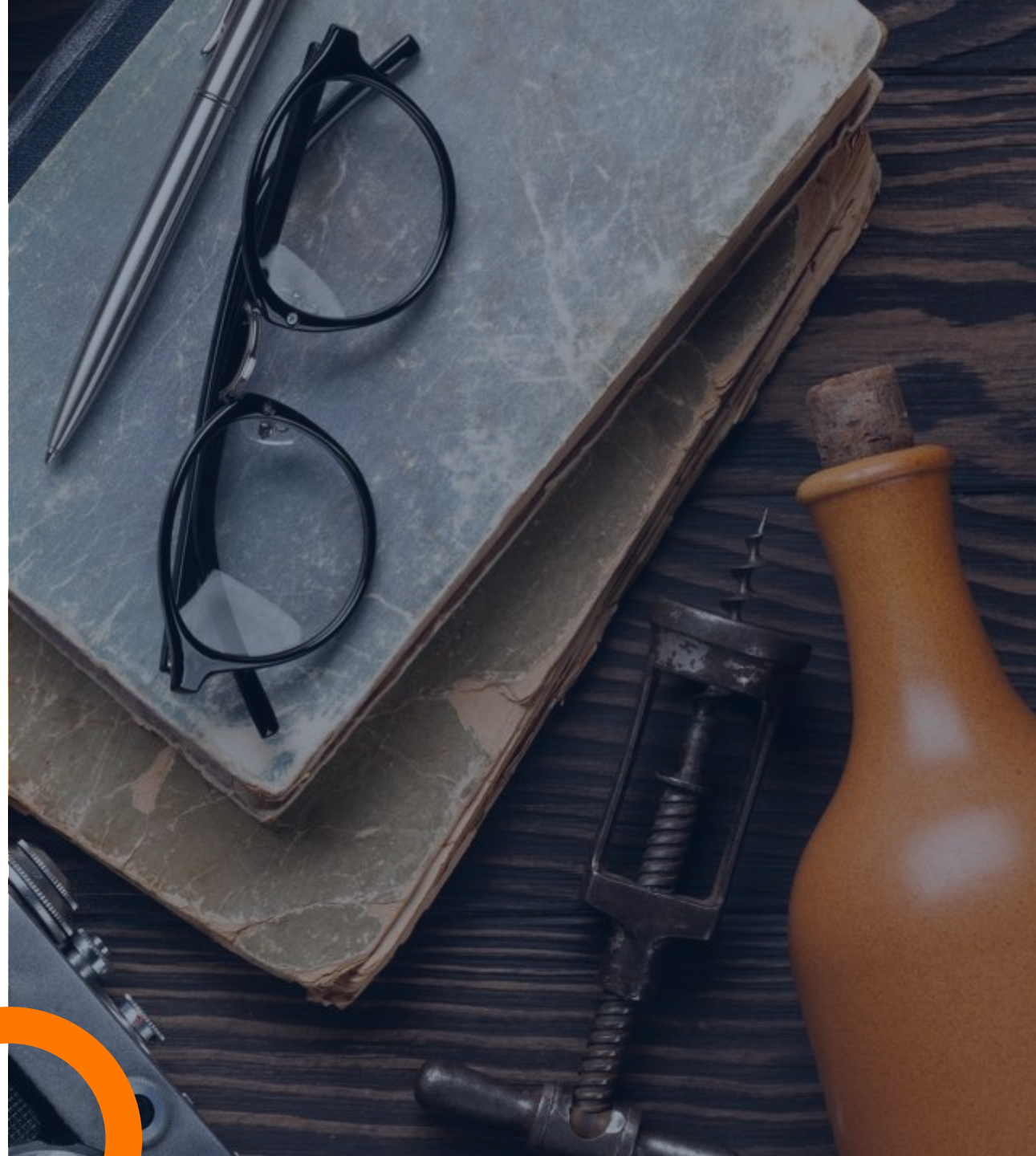
- The organisation has the skills and resources (internal or external) to deliver the project.
- The organisation demonstrates experience of delivering similar projects.
- The project plan demonstrates an understanding of the project stages.

What is the Assessor **Really Looking For?**

1. Is the project genuinely needed? **40%**
    - Show the problem, the evidence and how the project matches the grant priorities.
2. Who will benefit and how? **40%**
    - Explain the benefits for Moreton Bay residents, your organisation and any priority groups. Be specific and realistic.
3. Does the budget make sense? **10%**
    - Use realistic costs, relevant items, suitable suppliers and local suppliers where possible.
4. Can your club deliver it? **10%**
    - Show your skills, resources, partners, project plan and experience.

Resources
City of Moreton Bay

- Workshop slides
- Session recording
- Grant Writing with AI Handbook
- Grant Ready Info Sheet
- Grant Writing Info Sheet



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cprgroup.com.au/cmb26-27/

profile.id.com.au/moreton-bay

Resources
SportHQ

- Sport HQ Playbook
- Project planning workbook
- Facility planning guide
- Strategic planning resources

SPORT HQ

qld.gov.au/recreation/sports/club-support

qld.gov.au/__data/assets/pdf_file/0020/901631/sport-hq-playbook.pdf

Sport HQ Playbook

Evaluation

Follow and **review us**!

cprgroup.com.au

cprgroup.com.au/podcasts