

ClubGRANTS

Tips for Applicants

Summarise your project in the first paragraph of the project description. Include information on how many Fairfield residents you expect to directly and indirectly benefit from the project.

Choose a **title** that is short but gives the reader a fair idea of what the project is aiming to achieve.

Budget Essentials

- Ensure that all your costs are covered
- Show that you have thought carefully about what is involved and costed all the main items (facilitators' & catering costs and actual quotes)
- List the contributions/in kind from your organisation. This will show the value of the project

Involve potential project partners/participants in developing the project

- Give the participants 'ownership' of the project – which increases their commitment and willingness to participate in achieving outcomes
- Give you access to additional ideas and skills
- Develop their skills in project development and submission writing
- Can your project be packaged into smaller projects in case clubs cannot fund the whole project

Involve project partners

- Increase effectiveness and efficiencies by sharing resources and, potentially reducing costs
- Partnerships increase access to a variety of skills, networks, knowledge and experience
- Partnerships could increase access to the project, increase the overall outcomes
- Reduces likelihood of duplication of services
- Learn better ways of working together; improve access for people with additional needs

Indicate clearly how your project will reach those people who are in greatest need for example residents who are currently not accessing services and /or those who are not current clients.

Speak with staff from Council's Social Planning & Community Development Division about ideas, possible partnerships and resources in the community.