Grant Writer Program

Guidelines

Acknowledgement of Country

Logan City Council respectfully acknowledges the Traditional Custodians of the lands across the City of Logan. We extend that respect to Elders, past, present and emerging. They hold the memories, traditions, cultures and hopes of Australia's First Peoples.

Purpose

The Grant Writer Program supports local not-for-profit organisations to prepare competitive grant applications for non-Council grants. Through this program we aim to:

- build the skills, capacity and confidence of local organisations to identify and apply for state, federal and private grants
- support the community to secure funding for events, projects, equipment, and infrastructure that aligns with the community vision and priorities.

Through this program we can partner your organisation with a professional grant writer who will:

- offer support on preparing a competitive grant application for your proposed project/initiative
- offer tips, suggestions and examples of how to respond to selection criteria
- offer feedback and suggestions on your draft responses

Objectives

We will prioritise support for initiatives that align with these community purposes:

- Encourage a vibrant, engaged, and resilient community
- Build on the strengths in the local community
- Value local collaboration and partnerships
- Encourage participation in community life and fostering social cohesion
- Promote and encourage environmental protection and sustainability
- Support our city vision: 'City of Logan, a green city full of pride, opportunity and culture'
- Aligns with Council's Corporate Plan priorities.

These community purposes are specified in our Grants to Community Organisations Policy.

Eligibility

Who can apply?

- Not-for-profit organisations that are legally registered in Australia. (Including incorporated organisations, companies limited by guarantee, non-trading co-operatives, Indigenous corporations, etc.)

- Social enterprises that are legally registered in Australia. You will need to show that you reinvest the majority of your profits to meet a social purpose

Additionally, your organisation must:

- have current public liability insurance with a minimum $20 million cover

- have an Australian Business Number (ABN)

- a primary contact person who will be responsible for working with the professional grant writer

- demonstrate an organisational need to develop grant writing skills.

What we can support

Applications for initiatives with a non-profit community purpose that:

- will be conducted within the boundaries of the City of Logan and benefit members of the Logan community

- aligns with the purpose and objectives of the program

- demonstrates there is a need for the project/initiative

- will result in benefits and outcomes for the community

- represents value for money for Council and the community.

What we can't support

Applications for initiative that / from:

- organisations who have any overdue debt or grant acquittals with Council

- are for general fundraising activities

- are for projects already commenced

- contravene the City Vision or an existing Logan City Council Policy

- denigrate or exclude any groups in the community

- have any safety and/or environmental hazards

- political organisations

- are submitted less than 6 weeks before the applicable grant program closes

- are applying for any Council grant program. Please contact our Community Grants team on grants@logan.qld.gov.au to discuss options for support.

Further information

- Due to limited funding, not every application that meets the eligibility criteria may receive support.
- You will need to attach copies of the following documents to your application:
    - For leased facilities you will need to provide evidence of support from your lessor.
    - Certificate of Incorporation
    - Public Liability Insurance Certificate
    - For infrastructure/capital improvement projects you will need to attach a site plan identifying the area of improvement.
    - For capital works projects you will be required to seek Development Application (DA) approval or Building Approval (BA).
- All outcomes will be communicated in writing.

    If you are successful,
    - we will refer you to a professional grant writer and cover the cost of their assistance.
    - the grant writer will assist to prepare a grant application for your approved initiative.
        - If you wish to change your initiative during the application process, you must let us know. Project variation requests must be submitted in writing to grants@logan.qld.gov.au, before you submit your application.
        - You must only use the service for the approved purpose. If you decide to withdraw your application, or change your project without approval, you may be required to repay the grant writer fee.
    - You must actively participate in the grant writing process and reflect on your learnings and outcomes in the evaluation form.
    - You must complete an evaluation within 6 weeks of the announcement of the outcome of your grant application. We will send you a link to the form in SmartyGrants.

    If you are unsuccessful,
    - We will provide feedback on your submission
    - You may be given the opportunity to re-submit the application.

For further information and support, please contact us.

Community grants team
07 3412 5766
grants@logan.qld.gov.au
Grants – Logan City Council

City of Logan: Innovative, Dynamic, City of the Future