



Writing Grant Applications

Hosted by Lane Cove Council

In collaboration with North Sydney Council and Mosman Council

With the support of Redwoods Work Collaborative Pty Ltd

We acknowledge the Cammeraygal, Borogegal and Wallumedegal people of the Eora Nation and pay respects to Elders past and present.

Introduction

Meet the Experts is a series of workshops brought to you by the Lower North Shore Councils, North Sydney Council, Mosman Council and Lane Cove Council. The purpose of this collaboration is to upskill and connect local non-government organisations, community groups and individuals that offer services to connect and enhance our local communities.

Workshop Objectives

This workshop will improve your chance for successful funding by:


- Discussing funding applications with Council representatives
- Applying best practice step-by-step
- Implementing practical tips for completing the application

Collaborators

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Council Grants Overview

Lane Cove Council

Direct link: <https://www.lanecove.nsw.gov.au/Community/Community-Services/Community-Grants-Program>

Offers: Community Assistance Grants; Cultural Venue Hire Subsidy; ClubGrants

Objectives: Funding of up to \$10,000 is available to not-for-profit organisations for one-off projects and services that support and enhance the wellbeing of Lane Cove residents and the community.

North Sydney Council

Direct link: <https://www.northsydney.nsw.gov.au/community-grants-1>

Offers: ClubGrants; Food Grants; Small Grants Funding Program

Funding amounts are generally in the range of \$500 to \$2,000 with \$2,000 being the maximum awarded per project per year. It is available to not-for-profit organisations and community groups for projects addressing areas of high priority social need that support North Sydney Community.

Purpose: To support the provision of community services, specifically to engage and connect communities; host arts and cultural activities; enhance community safety and accessibility; promote health and wellbeing; enhance affordable housing; and encourage lifelong learning and volunteering.

Mosman Council

Direct link: <https://mosman.nsw.gov.au/community/community-grants>

Offers: Small Grants Funding Program. Applications will open for 2024-2025 Financial Year in March-April.

Purpose: Funding up to \$4,000 per application is available to not-for-profit organisations and community groups for one-off projects and services that support the residents of Mosman.

A Deep Dive into the Council Grants process: Lane Cove Council

Applications currently open for 2024 – 2025 Financial Year.

Funding up to \$10,000 per application is available to not-for-profit organisations and community groups for one-off projects and services that support the residents of Lane Cove.

Application Process

All applications are submitted online only via [Smarty Grants](#). Questions include:

- Applicant name and contact information;
- Organisation/group purpose or mission;
- ABN/Charity registration and structure details plus annual revenue;
- Details of governing body;
- Statistics on beneficiaries who are Lane Cove residents and volunteers;
- Other assistance from Council and other entities;
- Insurance details;
- Project details;
- Budget and contributions (monetary and inkind);
- Capacity to complete the project.

Key Links and Documents

Lane Cove Council

[Community strategic plan](#): learn about Council's themes and priorities.

[Create Lane Cove Cultural plan](#): familiarise yourself with Goals (starts page 20).

[Community Assistance Grants Program 2024/25 - Guidelines and Information for Applicants](#): A five page document that includes aims, objectives, eligibility, assessment criteria and decision making process.

[Financial Assistance Policy](#)

North Sydney Council

[Community Strategic Plan – North Sydney Council \(nsw.gov.au\)](#)

[Arts and Cultural Strategic Plan - Policies, Plans and Strategies directory – North Sydney Council \(nsw.gov.au\)](#)

Note: North Sydney Arts & Cultural Strategic Plan is being reviewed in 2024.

[Small Grants Program Guidelines](#)

Mosman Council

[Community Grants](#) general information.

[Infographic resources](#) to support community groups and supplement learning from recent Community Groups Workshops.

Notes:

Breakout Session Links and Resources

Breakout sessions will be an opportunity for a deeper understanding of each Council grant, access to key documents and non-council grants and other investment opportunities.

Table 1, Susan: Club Grants and more on Lane Cove Council grants

In the first part of this session, Susan will lead a Q&A following from the previous session. In the second half of the session, Club Grants will be discussed.

Table 2, Eric: North Sydney Council grants

Eric will present on North Sydney Council grant offerings and process. During this session, key links and tips will be shared. The application form will be discussed in detail. Hard copies of the application form will be provided and covered step-by-step, alongside the online application form.

Table 3, Maria: Mosman Council grants

Maria will present on Mosman Council grant offerings and process. During this session, key links and tips will be shared. The application form will be discussed in detail. Hard copies of the application form will be provided and covered step-by-step, alongside the online application form.

Table 4, Tania: strategic alignment and other funding options

For those who have a pretty good grasp on Council funding applications, Tania will lead discussions on preparation for funding applications and alternative funding sources.

Closing Summary

- Be clear on what you are offering.
- Be clear on what you need.
- Consider collaborating with others.
- Understand the funder and their mission.
- Read all available documentation and contact the funding administrator.
- Address the criteria in a way that will benefit the recipient (your contribution to their success).
- Demonstrate how your idea will succeed.
- Draft, read, re-write, re-read - ask for help.

Remember: It is a 'numbers' game. If you are not successful, do not take it personally.

- Look for the lesson (debrief and review)
- And know that what is for you will not pass you by!

**Thank you for your participation in this Meet the Experts,
Writing Grant Applications.**