



## Qantas Side by Side Grants Program

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### Tips for Success

There is no right or wrong way to write a successful grant application. Below are a collection of hints and tips that will help you build the best Side by Side Grant application and increase your chances of success.

#### 1. Be Prepared

- Before you start your application, make sure to read the Terms and Conditions, Eligibility and Application Guidelines and FAQs.
- Make sure **you have enough time ahead of the** application deadline for preparation, consideration of your responses, and collection of supporting documents.
- Try to submit at least three days prior to the application deadline to avoid any last-minute issues with submitting and missing the deadline.

#### 2. Be Specific

**QUESTION 1 - Please describe the community organisation you support.**

Your answer may include:

- The purpose, objectives and priorities of the organisation.
- Whom or what the organisation supports and how.
- How the organisation impacts the community and which communities.

**Example:** Fresh Housing is a Melbourne based, secular and independent community agency. Fresh Housing's mission is to end homelessness. With a combined history of over 75 years serving Melbourne's community, Fresh Housing provides high quality housing, support, education and employment services to thousands of people across 14 sites in metropolitan Melbourne. Fresh Housing also drives social policy change, advocacy, research and innovation.

Fresh Housing assists people experiencing homelessness into safe and secure housing through specialist homelessness services. We work with the broader community to ensure everyone has access to an affordable home and the services needed to maintain housing.

**Questions 2 - Please describe your association with the community organisation.**

Your answer may include -

- Why did you join or begin volunteering, fundraising or supporting the community organisation?
- How long have you been supporting the organisation?
- Any key accomplishments that you have achieved during your involvement with the organisation?

**Question 3 - Please describe the specific program or project that this grant would support?**

**Your answer may include:**

- Details on the specific project or program that the grant money will be allocated.
- Reasoning around the need for the grant.
- Dates or timeline of the program or project that the grant will support.

**Example:** Many of Fresh Housing's clients lack basic financial literacy and the skills to navigate financial products, including credit facilities. To support the long-term financial wellbeing of Fresh clients within and beyond our services, we are applying for a Side by Side grant to develop a financial literacy program. We will employ a consultant to develop the program materials and to train our staff as financial literacy educators. The project will be delivered from September 2024 to October 2024.

**Question 4 - Please describe the expected reach and outcomes of this program?**

**Your answer may include:**

- Quantifiable impact where possible (e.g. number of clients reached).
- How long the funding will support the program or project, if applicable.

**Example:** Fresh Housing currently has 2,000 clients in our specialist housing services. An estimated 1,000 of these clients lack basic financial literacy skills. We plan to deliver one financial literacy training program (goal of around 20 clients per program) twice weekly week for 6 months. This will reach the 1000520 Fresh Housing clients. Expected outcomes of the program are that clients will have the skills to manage their income on a fortnightly basis, to ensure that they have enough money to pay for life essentials (food, medical, education materials etc.). The program will also give the clients skills to make informed decisions about loans and credit, to reduce their vulnerability to pay day and other unscrupulous lenders.

**Question 5 - Please provide an indicative budget for how the grant will be spent.**

**Your answer may include:**

- Item descriptions, quantities, item prices and any other available cost breakdowns.
- Information on how the remaining funds have or will be raised to support programs or projects that require over 10k worth of support.
- Remember, Side by Side grants are not available for operational activities (that is, organisational overheads such as utilities, stationery etc.), religious activities, political organisations or pursuits, capital funds and building works, commercial sponsorships, retrospective funding requests

**Example:**

Consultancy cost to develop program (writing, research)	\$6,000
Consultancy cost to train Fresh Housing staff ('train the trainer' delivery)	\$1,500
60 month Program materials (460 work books @ \$5 each)	\$2,300

### **3. Be Compelling**

- Be clear about the need of the grant - include statistics and research.
- Provide evidence that there is a public need for support.
- Think about including information on how you will measure and evaluate the project.
- Anticipate what impact the grant will have on the recipient/s lives.
- Estimate how long the grant will benefit the recipient/s and their broader communities and/or families etc.
- Anticipate any on-going costs that may be associated with the program or project and how will the organisation continue to support the on-going costs.