

Tips for successfully applying for a Parkestone Foundation Grant

This document is to help provide guidance for writing a successful Parkestone Foundation grant.

This information is specifically focused on the application process for a Parkestone Foundation grant. These grant funds are focused on the South Australian LGBTQIA+ community and try to make grant funding more accessible to those who can't access, or do not meet eligibility, for other grants.

It is important to remember, even the best written applications are not always successful. Parkestone Foundation receives a lot of applications and unfortunately not every application can be funded.

Completing a Parkestone Foundation may seem daunting, but we want to remind that you do not need to be a professional grant writer to be successful in winning a grant; we want to hear about your project/goals and how it benefits the SA LGBTQIA+ community, not a bunch of fancy buzz words.

What we are **not** judging:

- Spelling, grammar, or syntax.
- How well you can write English.
- Stigmatized identifiers (i.e. sex workers, kinksters etc.). In fact, we aim to do our best to support and uplift those who are stigmatized and/or oppressed!
- How 'popular' a person or group is. A grant is not a popularity contest.

We **are** judging:

- Is your application clear in who it benefits and why – remember simple and to the point can be better.
- Clearly identify the South Australian LGBTQIA+ focus, involvement, and benefit.
- That the funds are going to be well spent and you can tell us where the funds are going. For example, you may have an itemized list of expenses, a written quote, or a ballpark list of what the funds are being spent on. The more info you can give us, the better.
- That your project doesn't duplicate something already in existence. But if it does, what makes your project unique or beneficial to the community?
- Explain why the project can't be funded any other way. For example, if you are a business, why do you need a community grant. Or if you are working with other groups – why can't funds be sourced elsewhere or shared collaboratively.
- If your application meets a perceived or evidenced need, tell us how you know this. (Literature, published surveys, support letters etc. can be helpful – but we acknowledge some things are obvious and well known that don't need to be evidenced.)
- Is your application realistic, achievable in the time frame, and measurable for your feedback report (Google 'SMART goals' for tips on this)? You can see examples of previous grant reports on our website for reference.

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Filling in the form details – tips for success!:

Email:

- Make sure your email is written correctly.
- Make sure you check your spam/junk box and mark Parkestone Foundation a safe sender so you don't miss any correspondence from us.

Name of Applicant:

- This is you as an individual. It does not have to be your legal name but does need to be able to identify you. Please be aware your legal details will be required for transferring of funds/contracts etc. if you are successful but this will be confidential.

Telephone:

- List a number that can receive calls.
- If able, have a voicemail service turned on, and check it, so you don't miss potential contact from us.

Postal Address:

- This does not have to be your home street address. It can be a PO Box, a workplace etc.

Are you applying on behalf of a group:

- What is the group/org/business called?
- What is your role/position within the group?

Name of Project:

- Keep it short and clear. A few words that highlight something about your project can help make it clear what it is you are wanting to fund.
- This will be the name of the project we will continue to use and publish when we announce the successful funding applicants so ensure you are happy with it when applying.

Description of Project:

- Remember who/what/where/when/why as a guide.
- Remember to highlight the SA LGBTIQA+ community relevance.

Desired Outcome of the Project:

- In a sentence or two, tell us the end goal.
- How will you know the project is completed and/or successful?
- What will the community/participants get from your project?

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Who will be involved in the project:

- Are you collaborating with others, who are they within the community? Why this person/people?
- Have you already spoken to the people/groups you want to work with in your project? Do they agree to support you/work with you?

How will the project help fulfil the objectives of Parkestone Foundation:

The objectives of Parkestone Foundation are to:

- Foster individual and community LGBTIQA+ Pride.
- Promote societal acceptance of LGBTIQA+ people.
- celebrate LGBTIQA+ people and their achievements.
- advocate for social and legal equality for LGBTIQA+ people.
- promote awareness of issues of importance to LGBTIQA+ people.
- inform LGBTIQA+ people about community-based groups and organisations.

Is the project already in existence:

If you indicate a 'yes' response:

How long has the project been operating:

- demonstrate you know about existing projects and the impact it/they are having.
- tell us briefly about the existing project.

Why is a grant being sought at this time?

- if a project like yours proposed already exists, have you explained how your project differs or builds upon existing projects?
- What is unique about your project? ie different region of SA, different population group etc.

Have other grants been made available or are being sought for this Project? If so, please specify.

- Have you made other applications for other grants? Have you already been advised if they were un/successful or are they still pending?
- If you have been unsuccessful in applying for other grants, why do you think applying for a Parkestone Foundation grant may increase your funding opportunity?
- Are you working with other services/groups that already have funding (business, other grants, NDIS, state/federal funded)? If so, how will additional funding benefit your project and why can't partner services/groups support your costs?

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How much grant funding from Parkestone Foundation is being sought (up to \$2000)?

- Read and think ahead to the next question when answering this.
- Don't just apply for the full \$2000 if you don't need it.
- Parkestone Foundation reserves the right to offer partial funding, or to decline the application if the costs aren't clearly justified or seem to be padded without reason.

What is your itemised expenditure budget for this project?

Some tips for this are:

- Catering (must have a purpose, we will not fund dinner 'just because'),
- Hiring persons with special skillsets (artists, web developers, DJs, youth workers etc).
- Hiring or purchasing resources (we will not fund you purchasing assets that build your property or capitol – they must benefit the community).
- Hiring of a venue.
- Insurance for an once off event if you do not already have this.
- Goods for the project (art supplies, stationary, balloons, tableware etc.)
- Promotional costs such as printing and dissemination, website fees etc.
- Funding wages and/or public speakers is not something Parkestone typically does however exceptions can be made with good reasoning. If asking for speakers' fees or wages/honorariums clearly advise why this is of value to the project and can't be funded by another grant/business/group/individual.

Tick the declaration and submit! Good Luck