

GRANTS AND FUNDED PROGRAMS

HOW TO STAY INFORMED



This fact sheet provides general information for education and care services on how to be aware of grant opportunities from NSW Department of Education (the Department) and provides general guidance for completing grant applications.

HOW TO FIND OUT ABOUT GRANTS AND FUNDED PROGRAMS

Information on Department grants and funded programs is available on the Department's website [here](#). Different opportunities can become available throughout the year. Services are encouraged to check back regularly.

It's important that you keep your email and contact details up to date in the National Quality Agenda IT System (NQAITS).

All Department communications, such as newsletters and information about new programs, are sent out to the service email addresses recorded in NQAITS.

News and events, including the Department's EC Extra newsletter, can be found [here](#). EC Extra contains information and updates on upcoming grants, funding and program opportunities.

The Department also holds a number of sector consultations each year. Attending these is an excellent way to get an overview on what the Department will be doing for the next 12 months.

GENERAL GRANT APPLICATION GUIDANCE

When considering applying for a grant, it is important to understand your eligibility. Read through and follow grant criteria carefully, each grant application will have unique requirements. When completing a grant application, you should respond to all questions.

Grant writing, like anything, is something that evolves with practice. There are some broad principles that can assist you to think through your application to make sure that it is as strong as it can be.

DON'T

- Use emotive language, abbreviations, jargon, clichés or terminology that may confuse.
- Repeat yourself. Use short sentences and paragraphs.
- Leave it to the last minute. Get prepared early and submit before the deadline.

DO

- Make sure you are eligible for the grant
- Read all grant documents such as program guidelines before you start your application.
- Be clear and concise; ensure you read and address each criteria as comprehensively as possible.
- Highlight the project benefits, particularly the outcome.
- If possible, use up to date statistics, case studies and other evidence to back you up.
- Be as specific as you can about what the project will do.
- Work in partnerships and use letters of support from other partner organisations, especially if they are providing some kind of support for the project.
- Be realistic in your timeframes and don't overpromise.
- Use subheadings to break it up and make it easier to summarise and understand at a glance.
- Have someone else read and edit it and make sure it reads clearly, convincingly and is easy to understand.
- Generally, projects do not have to be ready to start when you submit your application. It is acceptable to build project planning time into your proposal.
- Answer all questions.
- If providing a budget, consider all costs and confirm your figures.
- Provide as much detail as possible.
- Confirm all attachments have been provided such as quotes or supporting documents.

RESOURCE

Philanthropy Australia, the peak body for philanthropy in Australia, has developed a useful guide, a [Philanthropy How to Guide: Effective Grant-Seeking](#).

KEEPING YOUR DETAILS UP TO DATE

The NQAITS User Guide and contact details for the NQAITS Service Desk can be accessed [here](#).

Individuals can also subscribe to the Department's mailing list by calling the Information and Enquiries line on toll free 1800 619 113.

Some services have their correspondence sent to a central email, such as head office, then distributed. Services should ensure their internal communication channels are working effectively.