FAQ's for Queensland Community Foundation Grants (Capacity Building and Regional)

The Theme for the Capacity Building Grant Round 2027 is focusing on (but not limited to) organisations ***Investing in Capacity Building for Volunteers with Queensland Charities***.

Before you start your application have you considered the following checklist. Keep in mind that you can apply for a capacity building project with the General Fund, **additionally** you can apply for any of our regional applications if your project impacts Sunshine Coast, Gold Coast, Toowoomba/ Darling Downs and Northern Queensland:

- What is your wishlist -prioritise Capacity Building for General Fund applications?
- Are you DGR1 Status? If not do you have an auspice agreement in place?
- Be mindful of the salary component ensuring it is applied to the project and not permanent staff who are already apart of the organisation
- Who is the project helping?
- For Regional applications ensure your project has a direct impact on the community within that region
- How many people will be assisted directly / indirectly?
- **Outcomes?** The changes that will occur as a result of the activities and outputs
- **Impact?** Likely sustained or systemic changes
- Are you following a strategic Plan –this should be the priority of the organisation

Q – Can I apply for multiple Grants?
Yes you can apply for the General Fund (Capacity Building) Grant up to $40,000 and any of the Regional grants, each grant for Sunshine Coast, Gold Coast and the Gulf Area awards a maximum of $30,000, Toowoomba and Northern Queensland awards a maximum of $15,000. It is important to note that if you apply for a Regional grant you must ensure that the projects impacts that region directly.

Q – How would you describe Capacity Building?
The process that enables a team or organisation to develop skills, processes abilities to achieve objectives, manage challenges establish good governance, improve services or grow effectively. When Queensland Community Foundation focus in capacity building with our grants we look at:

- Good governance and planning i.e. strategic planning days, constitution reviews, board appraisals.
- Information technology systems, like CRM, that are going to help the organisation improve its services in the long term.
- Maintaining volunteers including education and training.

We want the organisation to drive the application - we encourage you to put the dream on paper

and we leave it up to the organisation to articulate what will help them grow.
We aren't in the business of supporting the service. Make the project **continuous:** Funders need to take a long-view to capacity-building and organisational health and vitality which requires constant and ongoing attention. Ideally the project is not episodic or sporadic.

Q- What would you consider important strategic objectives?

- What is your wish list?
- What are your key messages?
- What are your project outcomes and measures of success –what are the benefits? Highlight in your summary what success is in the project
- Have you agreed on project plans & budgets
- What is the deadline / timeline – making sure you can achieve what you have stated in your application
- Would you be prepared to share your successful outcome
- Sell your organisation and what you are doing but more importantly selling the project and where it is going and how it will benefit the community or service delivery into the future.
- Tying the project back on to your long term delivery of the service
- Articulating the value of the project to improve the impact you are creating in your community

Q - Do we look for a particular style of writing?

- No particular style is successful, it is about telling your story and articulate what your organisation does but more importantly focus on the project itself and how it is going to benefit the community.
- Stats are useful to set the scene
- Be crystal clear on your message, try to avoid repetitive answers and remember you are up against many applicants

Q - Can you give examples of the types of training/education that would be eligible?

- Volunteer training that will impact the delivery of service
- Upskilling Board members, but mindful not to request funding on expensive courses for i.e. CEO - The Grant Committee would not see value in one skillset spent one person in the organisation.
- Training should be focused on a new way of training v training on your service delivery

Q – Historically what are some reasons why grants are not successful?

- Be clearer on spending and showing bang for your buck

- Ensure you are not requesting the funds to go towards salary unless it is project specific
- Highlight capacity building for the charity
- Ensure completeness of the application
- Be clear on forward thinking – show you are prepared for the future
- Does the project have a wider impact on not-for-profit sector
- It was not clear exactly what would happen with the funds
- The number of people impacted was quite small, so value for money was not clear
- There was the need for significant other financial support and that was not yet clear where it was coming from

Q - What are some key points you can make in your application to stand out from the rest?

How is your work different from others? It might come down to:

- Geography and demographics
- Literature reviews
- What will happen if you don't exist? Why is your organisation the best to deliver this project?
- Impact it makes… does the project show maximum output in the community and provide sustained and systemic change
- How it will build your organisation's capacity
- Does the project show impact beyond the project itself, the number of people you will reach and the changes that will occur as a result of the activities.

Q – What are some considerations for applicants to consider when the Grant Committee are in the process of assessment:

- Ratio of ask to project costs
- Lasting impact of funding
- Does the project highlight capacity building – how will it build your capacity?
- Ensure the costs are clearly outlined – be clear on value for money

Q- How strict is the turnover limit? Can we exceed $15m for General Fund (Capacity Building) or $5m for Regional?

The intention of Queensland Community Foundation is to attract Grass roots charities in Queensland, we stick very close to the limit on turnovers to maintain our vision to assist more charities that we feel $40k (for General Fund) $30k (for Gulf, Sunshine Coast, Gold Coast grants) $15k (for Toowoomba and Northern Queensland grants) would benefit.

Q- Can we auspice if we are not DGR1

Yes, auspicing through a DGR1 charity is possible, please contact the office for further detail on that if required.

Q- If we are based in i.e. NSW can we still apply for a Grant that is Queensland based?
Yes, remembering we are Queensland focused and you are up against many Queensland charities. It doesn't preclude you from being successful as long as you identify how Queensland centric the project is.

Q - What are the rules around our project reaching our organisation nationally
Although the project initially should be focused in Queensland, we see it as a good outcome if that project is used nationally in the future for your organisation.

Q - Do you consider applications from consortiums of community groups – we do encourage collaboration amongst charities and / or community groups.

Q- What would happen if we were unable to meet the timeframe under the funding agreement

A progress report would required and a new timeline set to ensure it is met for full acquittal

Q - Is there an annual revenue that it is too low to be considered for grant?
No limit on how low the revenue is, however a start up would be difficult to consider

Q - Is it worth applying as a start up Organisation

It is not out of the question, but is very difficult for the Grant Committee to consider an organisation that has no track record of success.

Q - Would proof of community impact and letters to demonstrate it is community led help with the application?
The more you send through the better opportunity for the Grant Committee to have a full picture of your delivery

It is Important to note that unsuccessful applicants from this year's round are not precluded from applying for future rounds.