

Fact Sheet 2 - What to include in your grant application

What to include in your application

When applying for a grant from the TSRA, all information is collected through the online application form. You will need access to a computer and internet to complete your application.

Before starting your application, you should read the **Grant Opportunity Guidelines** (available on the [TSRA website](#)) and prepare:

1. Activity description
2. Budget
3. Response to the Selection Criteria

You also need to provide **Key Information** (see *Fact Sheet 3 - Key information for grant applications*).

1. Activity description

Prepare a 150-word description of your activity, including the main objectives or goals.

For more complex grant activities, you will need to provide more detail. You can upload extra documents, such as a project plan or schedule, with your online application.

2. Budget

Prepare a list of all the costs for the activity.

Collect as much evidence to support your budget as you can. Examples of evidence include quotes from businesses or service providers, or confirmation of support from other contributors (including in-kind or financial support). The more evidence you provide, the stronger your application will be. Evidence can be uploaded with your online application.

When applying for larger grants, your budget should be more detailed. You can upload a spreadsheet or other document with a more detailed budget with your online application if needed.

3. Selection Criteria

In the online application form, you must respond to the following selection criteria.

Assessment Criteria 1 - Grant Activity Aligns with Programme Objectives

In 150 words, describe how your project supports the objectives of the TSRA Programme you are applying to. These objectives will be outlined in the **Grant Opportunity Guidelines**.

Assessment Criteria 2 - Applicant has the Ability to Deliver

In 150 words, describe how your skills and experience will help you to deliver the activity and manage the grant. Let us know if you have delivered similar activities, or managed grants, in the past.

Assessment Criteria 3 - Grant Activity Delivers Value for Money

In 150 words, describe how your activity will be delivered at a reasonable cost. Include information about any volunteer or 'in-kind' contributions to the activity (including your own).

Supporting documentation

The **Grant Opportunity Guidelines** will tell you what supporting documentation is required. Supporting documents can be uploaded with your online application.

Need more information?

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www.tsra.gov.au/opportunities/grant-funding