Great Ydeas Microgrants Program Application Toolkit

Got a great Ydea but a few questions about applying for a grant? This application toolkit is packed with hot tips to help you out!

YWCA CANBERRA

Applying for a grant

1. Find a grants program with aims that your project will meet.

Your idea might be fantastic, but will it align with the grant program's objectives? When writing your application, focus on the grant's goals and clearly show how your project will meet them.

YWCA Canberra offers grants of up to $2,500 for initiatives that support women and girls in the ACT, including those who identify as female and non-binary individuals, to pursue their passions and contribute to improving our community.

Priority will be given to projects that empower women within our local community and show potential for growth beyond the initial funding.

2. Are you eligible?

Don't forget, you ***must*** be a member of YWCA Canberra or currently applying for membership to apply for a YWCA Canberra Microgrant. You also must be a woman (including woman-identifying person), or a non-binary person. Click here to become a member today.

3. Read up on us!

Take a dive into our website and social channels. You'll find everything you need to know about our mission, vision, and the incredible scope of our work.

We roll up our sleeves to provide essential, high-quality services to women, girls, and families across the ACT and beyond.

From children's services and youth programs to affordable housing, homelessness support, leadership development, community advocacy, and training, we're making a lasting impact.

Why not explore more? You might even spot a project idea that sparks your next grant-winning application!

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4. Start writing your application early!

The strongest grant applications are those that are carefully planned and thoroughly considered. Take the time to reflect on your application, revise it, and ensure it's submitted well before the deadline. A key element of a successful application is demonstrating that you have a clear, logical plan for your project and a solid understanding of your goals.

5. Plan your project.

You will need to include a realistic timeline that demonstrates the activities you will take to move your project to the desired results and shows that your goals are attainable within the required time.

6. Be realistic.

You might have a huge idea, but start with something you can demonstrate that you have capacity to deliver within the grant timeframes.

- Grants must be acquitted between 30 April 2026 and 30 June 2027. That doesn't mean the entire scope of your project has to happen within that timeframe, as long as the expenditure and the key outcomes you have applied for have occurred.
- For example, a previously funded Great Ydeas project was *For Purpose*, a professional development enterprise for the not-for-profit sector. However, the grant didn't fund the establishment and launch of *For Purpose*; instead, it funded the coordination and delivery of market research to help inform the eventual launch of *For Purpose*.

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7. The three 'I's of grant writing: impact, impact and impact.

Focus on what your project will achieve, not just what activities it will deliver. Think of the following:

- Why does our community need this project?
- How will you benefit from the project or professional development opportunity?
- Who will the project impact?
- What change do you want to see as a result of the project/attending the opportunity you're applying for?
- What evidence is there that your project could achieve this outcome? For example, one successful project that was launched with a Great Ydeas Microgrant was Girls on Bikes. Although the project is about teaching young women how to ride a bike, the impact was to empower women by promoting independence, mobility, fitness and strength, as part of a supportive and cooperative community.

8. Be clear and concise.

Establish your major points and avoid unnecessary complexity. Word limits are often tight, so try to distil your idea down to its essentials (focusing on the *impact* it will have). It is a good idea to draft your application in Word or similar so you can check the word limits. While the use of AI can be helpful, it's very obvious to our judging panel when a submission has been written entirely by it. Please take the time to apply carefully and ensure your own voice shines through.

9. Answer all the questions!

Your application will *not* be considered eligible for assessment if you haven't answered all questions. Even if it can be considered, it will be more difficult for the assessment committee to evaluate your project. This doesn't mean you need to write to the full word limit in all segments, but make sure the grant committee has enough information to understand your project and plans.

10. Proofread.

It is a good idea to draft your application in Word or similar and run spelling and grammar checks. If possible, get someone else to proofread your application too before you submit it. It's amazing what a second pair of eyes can pick up that spellcheck on Word won't!

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Questions that will be asked

Make sure you read all questions before applying. In addition to some standard demographic questions, when you apply for a Great Ydeas Microgrant we will ask for a range of information about your idea, project or opportunity. We highly recommend you consider all of the questions before deciding whether to apply.

The questions will include:

1. How much funding do you require?

2. A short (1500 characters max) overview of the project:
   - What are its aims and objectives?
   - Does it have the potential to become ongoing or provide enduring value?

3. Why your project is innovative or provides a better solution to an existing problem (1000 characters maximum)

4. How will your project build skills and capacities in a community, or your skills and capacity, to achieve your collective or individual goals? (1000 characters maximum)

5. How would your project advance YWCA Canberra's vision of 'Girls and women thriving'?(1000 characters maximum)

6. How your project would advance your personal or professional potential? (1000 characters maximum)

7. How your project would contribute to the wider Canberra community (1000 characters maximum) including any partners who will contribute or are working with you?

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8. What opportunities you would have through your project to promote and partner with YWCA Canberra? (1000 characters maximum)

9. How you will manage your project, including indicative timeframes, and any support you may need? (1250 characters maximum)

10. How you will balance your Great Ydeas project work with the other commitments in your life–what are some potential challenges that may occur, and how will you manage them? (1250 characters maximum)

11. Your project budget with all known expenditure items?

12. Thoughts on whether your project could go ahead if you were not to receive all the requested funding?

13. Thoughts on how you would fund this project if you were not to receive all the requested funding?

You will also need to provide two referees.

A referee may be a manager, teacher or family friend who can attest to your ability to manage the project.

Click to become a YWCA Canberra member!

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How to develop your budget

It's essential when applying for a grant to make sure you have properly considered your budget. Although your key idea might only cost a small amount, there will almost certainly be additional costs you'll need to factor in.

Your budget might come in for more than the grant amount. That's fine, but you also must include information on how you are going to fund the remaining items.

It's also fine to apply for less than the maximum grant value, if you do not need the full funding amount. *Do not artificially inflate your budget.*

In your budget, make sure you define all your project elements and what costs are associated with them. Include any in-kind services or volunteer efforts you have already secured or plan to secure.

Do not just 'guesstimate': do your research and include detailed costings wherever possible. Acknowledge where it is an estimate.

Example budget for presenting at a conference in another city.

Budget Item	Amount
Airfares	$573.20
Conference registration	$1524.00
Accommodation	$0 (provided by relative for free; already secured)
Networking event	$65
Airport transfers	$220 (estimated)
Local transport	$100 (estimated
Food	$200 (estimated)
Printing	$24.50
Total budget	$2706.70

Note: I will fund the excess from my personal savings.

Remember that you can apply for less than the full grant amount. You will also be asked to consider whether your project could go ahead if you were not to receive all the requested funding. This could include things like doing other forms of fundraising or reducing some budget items to accommodate your financial position.

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Need more help?

Feel free to email

caf.team@ywca-canberra.org.au

for general questions regarding the application process.

Please note that we cannot provide individual support to complete your application.

Best of luck writing your application and we look forward to hearing about your Great Ydea!

GREAT YDEAS MICROGRANTS

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