

In response to feedback from past applicants, we have provided this template to assist you in drafting your application. Please note that if you choose to use this template, you will need to copy and paste your responses into the SmartyGrants application form under the relevant selection criteria. Applications submitted as PDFs will not be accepted.

### Clearly detail the initiative, include measurable statements.

This is your elevator pitch, what will you be delivering and how will you deliver it.

*For example: We will seek to improve women's economic security through a series of three x two-hour workshops. These sessions will be held online and in person. Workshops will be delivered by a professional financial facilitator in the Moreton region. Workshops topics will include:*

- *Managing money*
- *Interest and loan rates*
- *Superannuation*

Provide a clear proposal. Be specific and clearly state what you will be delivering.

*Add text*

### Selection Criteria 1

How will this initiative support Queensland women and girls to improve their economic security?

Ensure your response describes the intended impact, **outcomes** and/or **outputs** (e.g. resources):

- Describe the measurable outcomes and benefits your initiative aims to achieve, including how it will contribute to improving the economic security of Queensland women and girls.
- Consider providing evidence to demonstrate the need for this initiative in the community (e.g., use [Regional Profiles](#) for baseline data or the [Australian Bureau of Statistics](#)).

*Add text*

## Selection Criteria 2

Demonstrate your organisations capability, capacity and knowledge to deliver this initiative.

Provide evidence to show your organisation's ability to successfully deliver the initiative, including:

- Details of organisations **inputs**: team skills, expertise, knowledge, networks, and resources.
- Example of past programs delivered by your organisation that demonstrate track record in achieving similar outcomes
- If partnering with any other services, include support letters or partnerships agreements to demonstrate collaboration and shared goals.

What are your organisational inputs

- qualified and experienced staff
- existing networks with industry stakeholders
- existing targeted cohort
- equipment, resources and facilities
- appropriate staff/volunteer numbers

Other:

Demonstrate what best places your organisation to deliver this initiative.

■ If you have identified a partner organisation that will support the delivery of your initiative, it is strongly recommended that you include a letter of support from the partner. This letter should clearly outline their role, contributions, and commitment to the initiative.

*Add text*

### Selection Criteria 3

How will you deliver the initiative and ensure it is accessible and engaging for participants?

Ensure your response outlines the engagement mechanisms:

- Detail how you will identify and engage the target cohort.
- Explain how you will address accessibility barriers/needs (e.g., mothers needing childcare, transport support, disability access etc.).
- Detail expected number of participants both **primary** and **secondary**. Keep numbers realistic.
- Provide details of any costs participants will incur to take part in your initiative (e.g., registration fees or materials). If applicable, outline any measures you will implement to reduce or subsidise these costs for participants who may face barriers to participation.

🚩 When including participant numbers both primary and secondary participant numbers must realistic.

*Add text*

**Selection Criteria 4**

Provide a detailed budget that shows how funding will be used efficiently to deliver the identified measurable outcomes and benefits.

Ensure your response provides a detailed budget that outlines how the funding will be utilised: Itemised expenditure (e.g. line by line allocation of expenses).

- Clearly demonstrates how expenditure aligns with proposed initiative.
- Remember to read the eligible and ineligible items – inclusion of ineligible items will result in your application not progressing for full panel assessment.

BUDGET	
EXPENDITURE ITEM	AMOUNT

OTHER PARTNER CONTRIBUTIONS				
PARTNER NAME	IN-KIND SUPPORT	WHAT TYPE	AMOUNT OF SUPPORT	IS IT CONFIRMED?

Total Project cost

## Definitions

**Primary participants:** Are participants that you will directly engage with, they will contribute to resources and/or attend workshops/session or events etc.

**Secondary participants:** Are those that will have a flow on effect from your initiative. For example, they will benefit from resources created such as a podcast or social media campaign, however, they did not contribute to the development of resources or attend events/workshops etc.

**Outcome:** What you expect to be achieved as a direct result of your initiative. Take into consideration the expected short, medium and long term outcomes. For example, it is expected that participants will report an increase to their financial security, or you aim to help change community attitudes about a topic.

**Output:** In simple terms, an output is goods or services that you deliver as part of the initiative. For example, creating resources, developing a podcast, implementing an activity, etc

**Inputs:** Include skilled workers, knowledge, networks, resources at your disposal. These elements are essential for success. People represent the workforce, knowledge encompasses data and expertise, networks connect individuals and organisations, and resources encompass physical assets and finances.