

## 2019 AEDC Grants support material

### The first (and most important) step...planning:

- **What** do you want to achieve?
- **Why** do you want to do it?
- **What** will success look like?
- **Who** will be involved?
- **What** is the time frame?
- **Where** will you do it?
- **Who** is the community/s you wish to work with?
- **Who** will manage the project?
- **How** much will it cost?

### What:

- Are you looking to solve an issue, consolidate or capitalise on an opportunity?
- Talk to anyone and everyone to ensure that others share your enthusiasm and that you are maximising the outcomes for the broadest number of community members

### Why:

- How, with the use of the AEDC data, have you identified the need for the project?
- How will children and families benefit? Who else will benefit?
- Will the community support you? How do you know?
- What evidence is there of the need?

### Who:

- Stakeholders/partners, for example (but not limited to)
  - Service providers
  - Families
  - Colleagues
  - Local Government
  - Community members

### How, when and where:

- What are the project's stages/steps?
- When will the project occur (consider: shutdown period, weather dependent, retrospective funding)?
- Where will it happen – e.g. consider access and the impact on current programs?
- How will you know if the project has been successful?

## How much will it cost?

- Ensure the amount is reasonable and justifiable, and includes all income and expenditure amounts, including in-kind contributions
- Check and double-check your calculations and figures
- Check GST status requirements
- Ask for what you need, but consider all options
- Only include fit-for-purpose items, e.g. play equipment is age appropriate
- Ensure you cover all the costs for the project

## Finding the right fit for what:

- Read the Tasmanian AEDC 2019 Grants Guidelines
- Check for alignment with your organisation's strategic plan and the Grants criteria
- Talk to the Tasmanian AEDC Coordinator and seek clarification if needed

## Writing the application:

- Use clear simple language <https://26ten.tas.gov.au/resources/Tools/26TEN-Communicate-Clearly-2016.pdf#search=Communicate%20Clearly%20A%20Guide%20to%20plain%20english>
- Avoid jargon/technical language but if essential define words where necessary
- Spell out acronyms
- Use facts not opinions
- Be specific
- Use evidence to support your claims
- State risks and mitigation strategies
- Answer all the questions in the Grants application; ensure your application aligns with the Guidelines

## Some overall tips:

- Refer to the AEDC 2019 Grants Guidelines when preparing the application
- Assume the reader is competent, but knows nothing about your organisation, project or community
- Ask someone who knows nothing about your project to read your application and provide feedback
- Make sure you refer back to your planning documents to ensure you have covered everything and are meeting the criteria
- Write in active language
- Read the application out loud to yourself to pick up any mistakes
- Double check your budget
- Attach all requested documents (and only those requested); refer to the checklist
- Make sure the application stands on its own merits – assessors don't have time to refer to websites or other documentation unless it is requested
- Allow time to prepare; for example, getting quotes, as applications must be submitted on time

## Talk to us:

- **Website:** <https://www.education.tas.gov.au/parents-carers/early-years/australian-early-development-census-aedc/>
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