



# + Top five grant-making tips

Keep these top tips in mind when designing or delivering a grant program.

**1. Know your program purpose.**

A clear purpose is the first step towards a successful program. Clearly describing the desired outcomes of your program impacts the whole grant process including who applies, assessments, decisions and evaluations.

**2. Scale your delivery to fit.**

Grant processes and costs should reflect the size and complexity of the grant program, the risks associated with it and the outcomes you're trying to achieve.

**3. Put yourself in the applicant's shoes.**

Ask yourself - do the policies, guidelines, FAQs and other program materials accurately reflect the information required by an applicant at any stage of the grant process?

**4. Align your processes with criteria.**

Application forms, assessment forms and decisions should reflect criteria detailed to prospective applicants in the grant program guidelines. This ensures transparency and equity for all applicants.

**5. Be evaluation ready.**

Government is under increasing scrutiny for the expenditure of public funds. Clear and routine evaluations will help you understand how your program is achieving (or not achieving) its defined purpose.

The simplest changes to a grant program can make the biggest impact to applicants and grant officers. We provide hassle-free, no cost grant program reviews to local councils, as well as program design, delivery and review services to any level of government for a minimal cost. See overleaf for more information.

# + Supporting you

**The Queensland Rural and Industry Development Authority (QRIDA) has helped local, state and federal agencies design, deliver and review government loans, grants and rebates for more than 20 years. We know what works and what doesn't when it comes to program design and delivery.**

Consider our cost-effective services that can be tailored to suit your needs.



## **Program review services**

Free of charge to Queensland Local Government Authorities, and minimal charge for other agencies, this service is the perfect fit for those who are time poor, not sure where to start, or simply require a fresh set of eyes to look over their program.

We review documentation and processes and provide you with a report on outcomes and potential areas for improvement.



## **Program design services**

If you have a new program and are not sure how it should look or run, we can help design your program to the extent you need – everything from program documentation, communications materials and assessment processes to acquittals and evaluations. We can help with as little or as much as you need.



## **Program delivery services**

We can deliver loan, grant or rebate programs for any level of government. We have expert personnel who are trained in effective and efficient program delivery. If you need an arms-length and cost-effective administrator, we can help you.

## **Talk to us to find out more**

Do any of the above services sound useful to you?

For more information contact our Business Development and Policy team on **Freecall 1800 623 946** or visit [www.qrida.qld.gov.au](http://www.qrida.qld.gov.au).