Project Grant Matrix

Should We Apply?

This matrix is an analysis tool for community groups to assess whether a grant has merit to progress to project development and writing a grant application. It is important to be honest in your assessment, with a focus on what you can prove to the organisation offering the grant.

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| --- | --- | --- | --- | --- |
| **Proposed Project and Grant:** | | | | |
| **D E C I S I O N – M A K I N G C R I T E R I A** | | | | **RATING** |
| Decision:  Pursue grant | **Weak (0)** | **Neutral (1)** | **Strong (2)** |  |
| 1. Project aligns with our organisations goals | Not aligned or vague alignment – ***DO NOT APPLY*** | Some alignment; project addresses broader strategies | Close alignment; project addresses specific actions |  |
| 1. Project aligns with the Funders objectives | Not aligned or vague alignment – ***DO NOT APPLY*** | Some alignment; project addresses some or broader objectives | Close alignment; project addresses all or specific objectives |  |
| 1. How strong is our evidence of need | Anecdotal need, little evidence of need available | Some data from internal or external sources to document need | Multiple qualitative and quantitative data from internal or external sources to document need |  |
| 1. Project experience | We have not delivered a comparable project | We have delivered a similar project | We have multiple years’ experience with the same project type |  |
| 1. Reporting requirements | Extensive e.g. fortnightly, monthly or quarterly progress reports; complex reports and data collation etc. | Moderate e.g. half yearly progress reports, annual report, final acquittal; standard report | Minimal e.g. progress report and final acquittal; simple reports |  |
| 1. Application time | We would need to rush application, just to make the deadline. | We have time to properly plan the project then develop an application. | Adequate time to develop an application and work with project partners; able to submit at least a week or more before close |  |
| 1. Impact on internal resourcing | Project and grant has the potential to impact significantly on internal workloads and resources | Project and grant will require some internal resourcing; levels of support are agreed with relevant stakeholders | Project and grant will have minimal impact on internal workloads and resources |  |
| Notes: | | | | **Total** |

Guide: Re-consider grant if rating is 7 or below Application may be uncompetitive if rating is 8 - 11