



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.

Proposed Project and Grant:				
DECISION-MAKING CRITERIA				RATING
Decision:	Weak (0)	Neutral (1)	Strong (2)	
Pursue grant <input type="checkbox"/>				
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	
2. 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	
3. 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	
4. 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	
5. 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	
6. 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	
7. 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