

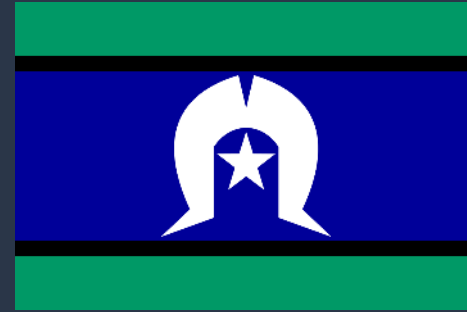
Tips and tricks for tender writing

Some handy hints when applying for Skilling Queenslanders for Work

Funded by



Queensland
Government



QCROSS acknowledges Aboriginal and Torres Strait Islander people as the original inhabitants and recognises these unique cultures as part of the cultural heritage of all Australians. We pay respect to the Elders of this land; past, present and future

Elements of the webinar today:

1. What to consider before you start writing
2. Writing a project summary
3. Addressing the assessment criteria
4. Reducing your word count
5. Gathering evidence
6. Just before you hit 'submit'

1

Before you starting writing

Funded by



**Queensland
Government**



Start early



Create a grants Reference library

Save yourself from a future scramble: develop a grants folder with all the basic details you will need for any grant application



Include:

- Audited financial statements
- Insurance details
- Australian Business Number
- Bank details
- Proof of NFP status



Include:

- A brief description of your organisation (a 25-50 word and a 100-200 word version)
- A summary of your organisational capability and history, including experience and accomplishments
- Resumes of key staff



Include:

- Up-to-date evidence of your organisation's success and capability, including evaluations and positive feedback
- Information from past grant applications, including the evaluation data



**Map out your
project idea**



Read the guidelines

Assess the requirements

- Do you want to proceed?
- Will you meet the criteria?
- Talk to the funder

Tip: For SQW, contact the DESBT regional office to discuss your project before you start your application



**Establish your
tender team**

Tender response plan checklist

- Milestones and key dates
- Outcomes sought
- Key requirements
- Tender team and roles
- Checklist of inclusions



Think before you write!

Writing a project summary

Funded by



**Queensland
Government**

Project summary



- Who?
- What?
- Where?
- Why?
- How?



Objectives and support measures

- Project aims
- Who will be assisted
- What services will be delivered
- Benefits of the qualifications
- Support services
- Referral services

Tailored support

- Tailored individual support and other assistance
- Work-related and non-work related

Tailored support

- Foundation skills
- Life skills
- Counselling and service referrals
- Workplace preparation
- Case management
- Activities to build confidence and address barriers
- Job search assistance
- Post participant support

Key elements of your project

- Who is your cohort?
- How will you address their barriers?
- How will you reach them and recruit them?
- What is the project you will be delivering?
- Where and how does it benefit the local community?
- What jobs will participants be eligible for?
- Who will you be working with?
- What level of industry involvement will there be?
- Who are the local employers who support the project?
- How are you going to evaluate the success of the project?

Addressing assessment criteria

Funded by



**Queensland
Government**

Assessment criteria

- Tell you what is most important to address
- Show you understand the objectives of the program and the requirements
- Opportunity to demonstrate your unique value proposition

Criteria One: Capacity to Manage

What's being asked:

- Financial viability, reporting, governance, risk management, experience
- Can your organisation deliver what you say you are going to deliver?

What you need to address:

- About your organisation, track record, staff experience
- Experience in dealing with identified cohort, understanding of cohort's barriers to employment, how are you going to reach your cohort?
- Other training

Criteria Two: Servicing community and industry needs

What's being asked:

- How does your project fit into the local community – community benefit, community need, link between learner group (your chosen cohort) and skills shortage and labour needs

What you need to address:

- Who needs work? What industry suits them? What are the labour shortages in your community?
- Do employers know your organisation, support your project and if possible would they employ your participants?
- How will the project link with other local initiatives?

Criteria Three: Strategies to assist participants

What is being asked:

- How are you going to support participants to overcome barriers?

What you need to address:

- Show that you understand the people you will be working with and their barriers
- Articulate how you are going to support participants to overcome those barriers
- Learning needs and goals are appropriate to cohort
- Job placement and post-placement support, transition to employment strategy

Criteria Four: Outcomes

What is being asked:

- How are you going to help your participants get a job?

What you need to address:

- You need to outline the pathway you are going to provide
- Past outcomes doing similar work

Criteria: Cost/value for money

- How much in-kind contribution and what it entails
- Rationale about how you came to your cost estimates
- What are the value-adds?
- Don't forget to include letters from organisations providing in-kind support

A solid budget

- Be honest, open and realistic
- Include volunteer labour and in-kind support both for your organisation and key partners
- Read the guidelines to make sure your costs are eligible for funding
- Think about how are you going to acquit your grant
- More information: <http://www.fundingcentre.com.au/help/writing-grant>



Key wins

- Explain how your project meets the program objectives
- Demonstrate how it delivers specific benefits to your community
- What is your unique point of difference
- Why should they choose you

Reducing the word count

Funded by



**Queensland
Government**

Something to help you remember



C3PO

Clear

Concise

Comprehensive

Persuasive

On-Point



Clear

- Simple
- Direct

- Simple words will do
 - “Use” instead of utilise
 - “Need” instead of require
- Lose adverbs
 - It is actually, seemingly, very, very hard to write a grant application
- Lose words that don't add value
 - really, basically, actually, we aim to

Avoid

- Using verbose or complicated language
- Using jargon, euphemisms, clichés



Concise

- Less is more, but make sure it's enough
- Use your best examples
- Use acronyms and abbreviations wisely

Avoid

- Failing to get to the point
- Including unnecessary detail



Comprehensive

- Answer all questions
- Address all elements



Persuasive

- Use examples
- Provide evidence

Avoid

- Making unsubstantiated claims
- Poor claims
- No examples



On-Point

- Relevant
- Link to requirements
- Focus on benefits

Need extra help with editing?

- Don't forget your tender team
- Ask a friend
- Useful tools – Grammarly, Hemingway app

Gathering evidence

Funded by



**Queensland
Government**



Provide the evidence

Include your sources of evidence

- Up-to-date evidence of your organisation's success and capability, including evaluations and positive feedback
- Letters of support
- Links to useful data sources

Tips – Be specific

Rather than

- Youth unemployment is high

Say

- Unemployment for 18-24 year olds in Utopia is 17.8%, which is significantly higher than the regional average of 8%

Tips – Be relevant

Rather than

- We have lots of experience in delivering training, support services, emergency relief, counselling, and referral services

Say

- Since 2002 we have delivered qualified hospitality training programs twice a year to assist migrant and refugee women gain employment. The programs include Certificate III qualifications in hospitality management, as well as LLN support and transition to employment services.

Tips – Be current

Rather than

- Between 1991 and 1996 the number of mature aged workers grew by 25 per cent

Say

- Between 2016 and 2019 the number of mature aged workers over the age of 44 in our region grew by 15 per cent

Tips – Attribute your sources

Rather than

- There are lots of agricultural businesses in Utopia region.

Say

- Agriculture, forestry and fishing is the main industry in Utopia region. 54% of businesses are in this sector. (Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for Utopia (S) LGA*, June 2018)

Sources of evidence

- Local council data
- Regional Development Authority
- Australian Bureau of Statistics
- Queensland Government Statistician's Office
- Reports from government departments and research bodies
- Employment websites
- Your own organisation data (e.g. annual reports, research reports or surveys)
- Feedback



Provide evidence from employers

Does not have to be commitment
but needs to support what your
organisation is delivering



Provide evidence of in-kind support

Include letters of support from organisations providing in-kind support

Just before you hit submit

Funded by



**Queensland
Government**



Check

Have you answered the question being asked?



Check

Have you checked your figures
– does it add up?



Check

Have you demonstrated your experience in working with your chosen participants?



Check

Have you outlined your methods for recruiting participants and screening them for eligibility?



Check

Have you made the connection between the cohort you are planning to work with and the local industry needs?



Check

Have you included letters from employers that support the planned project?



Check

Have you provided details of what supports your organisation is providing and any in-kind contribution?



Check

Have you clearly outlined your local connections?



Check

Have you made the community benefit of the project clear?



Check

Have you proofread your application?



Check

Have you included all the right attachments?

Checklist

We have:

- answered the questions being asked
- demonstrated our experience in working with our chosen participants
- included current letters from employers that support the planned project
- clearly articulated the in-kind contribution
- outlined how we will recruit participants and screen them for eligibility
- clearly articulated our local connections
- made the connection between the cohort we are planning to work with and the industry we are targeting for employment
- provided details of what supports we are providing
- a written agreement with the RTO
- made the community benefit of the project clear
- proof read the application
- had someone not involved in writing the application read it for understanding and proof read it
- attached all the right attachments
- double checked the budget adds up, and that all costs are eligible for funding

Feedback

Do you have any comments about this workshop?

Pop them in the chat box now.

Thank you, and good luck!

Keep an eye out for our follow-up email which will contain lots of resources and useful information, as well as other workshops that will assist you with your SQW application.

Please let us know what you thought of the workshop.