

Before you start

Applying for grants may feel overwhelming, especially for those new to the process or with varying levels of experience in grant writing. The TAFE Centre of Excellence Clean Energy Batteries has prepared this Applied Research Grants Guide for Writing Proposals to support the applicants. The Guide focuses on building a strong case, clarity and conciseness, accurate and balanced budget, and risk management.

In this document, the TAFE Centre of Excellence Clean Energy Batteries will be referred to as 'Centre' or 'Clean Energy Batteries', the Applied Research Grants for this Centre will be referred to as 'Grants', and the clean energy battery industry will be referred to as the 'CEB' industry.

Reminder

To uphold fairness and impartiality for all applicants, the Centre cannot provide feedback or advice on individual Proposals, discuss their suitability, or assist with the content of your application.

Building a Strong Case

Building a strong case for your Proposal is critical for your application for the Grants. This involves demonstrating how your Proposal aligns with the Grants' goals and priorities, and how it will address specific needs of the Centre and the CEB industry. Below are some key elements to focus on when building a strong case. By following these steps and presenting a well-reasoned case for your project, you can strengthen your Proposal and make a compelling argument for why your project should receive funding.

Identifying the Need

- Begin by presenting a clear, concise summary of the problem or opportunity your project aims to address.
- Use data, research, and stakeholder feedback to validate the need and underscore its importance.



This should be clearly addressed in the **Background** and **Objective** sections of your Proposal.

Project Alignment

- Highlight how your proposed project aligns with the specific goals and objectives of the Grants (Refer to the **Grants Opportunity Guidelines**, Section 1 and Section 2).
- Make explicit connections between your project and the Grant's funding priorities (Refer to the **Grants Opportunity Guidelines**, Section 7).

 This should be clearly addressed in the **Research Scope and Objectives** section of your Proposal.


Proposed Approach

- Provide a detailed explanation of your project's approach and strategies for addressing the identified need.
- Outline the methods and activities you plan to use to achieve your goals.

 This should be clearly addressed in the **Research Questions** and **Methodology** section of your Proposal.


Outcomes and Impact

- Clearly articulate the expected outcomes and potential impact of your project.
- Explain how your project will make a tangible difference to training, workforce development and innovation for the CEB industry.

 This should be clearly addressed in the **Research Outputs** and **Dissemination** sections of your Proposal.

Evidence and Supporting Information

- Back up your claims with evidence such as research findings, testimonials, or case studies.
- Demonstrate that your approach is grounded in best practice and has a strong likelihood of success.

 This should be clearly addressed throughout your Proposal, including in the **Reference** list.

Risk Mitigation

- Address any potential challenges or risks that may arise during your project and explain how you plan to mitigate them.
- Demonstrating awareness of risks and a plan to manage them adds credibility to your application.



This should be clearly addressed in the **Risk Management Plan** and potentially in the **Limitation** section of your Proposal. The Risk Management Plan template is available under the Key Documents via <https://tafeqld.edu.au/tce-grants>.



Write Clearly and Convincingly

Clarity

- **Be specific** by prioritising clarity and conciseness, so assessors can quickly understand your Proposal and its goals.
- **Stay focused** by avoiding overly complex language that might obscure your message.
- **Tailor your responses** by making sure your answers align with each section of the Proposal, avoid using generic responses or repeating information across the sections.

Make It Understandable

- Consider your assessor by writing your Proposal to be understandable regardless of their expertise and familiarity with the subject.
- Avoid vagueness by providing specific and detailed descriptions of your project's activities, particularly in the **Method, Research Outputs and Timeline** sections of your Proposal.
- Use refined language where appropriate, but it should not replace substance.

Accurate and Balanced Budget

Efficient and effective use of grant funds is one of the assessment criteria, and this must be clearly demonstrated through a comprehensive budget submitted as part of your application. A well-prepared budget provides a detailed breakdown of costs for each project activity outlined in the Proposal and a clear rationale for how the allocation of resources will deliver value for money.

The budget template includes the following key elements and provided below are some examples of what may be included:

Income Source and Amount (GST excl.): In this section, specify the **amount of funding you are requesting** through the Grants, along with any **additional income sources** that will support your proposed project. Other sources may include matching funds committed by your organisation or project partners, as well as in-kind contributions. If no additional income is anticipated, include only the amount requested from the Grants.

Expenditure Item and Amount (GST excl.): List all costs associated with your Proposal in this section. Include all relevant expenses necessary for the delivery of the project. For example, recruitment of research staff, stakeholder engagement, domestic travel and accommodation, promotional activities, dissemination of findings, and administrative costs.

Provide **detailed and transparent information**. For instance, instead of simply stating “*hire research assistant*”, specify: “*1 Research Assistant, 0.4 FTE for 1 year, Level 5, \$32,000*”.

FY Expenditure: This section requires you to specify the financial year(s) in which each expenditure item will be incurred.

Grant Funding Expenditure: This section requires you to specify the portion of the expenditure amount that will be funded by the Grants. If the entire expenditure is to be covered by the Grants, then the Grant amount should match the expenditure amount. However, if the Grants will only partially fund the expenditure, please indicate only the amount that will be drawn from the Grant.

Total Income, Total Project Expenditure, and Total Grant Expenditure: The totals will be the same if the Grants is the sole source of funding for the project. However, if other sources of income (financial or in-kind) are included, the total income must equal the total project expenditure. Additionally, the total grant expenditure must align with the amount of funding requested.

Reminder

- Please ensure you have thoroughly reviewed the **Grants Opportunity Guidelines** and **FAQs** to gain a clear understanding of the funding parameters, including eligible and ineligible costs.
- If your budget includes other sources of income, whether financial or in-kind, these must be clearly mentioned in **Letters of Support** from the relevant committed organisations.
- The Grants offered are consideration for a taxable supply in accordance with section 9-17 of the *New Tax System (Goods and Services Tax) Act 1999*. Where the Grant recipient is registered for GST, GST is payable in relation to this Grant and as such TAFE Queensland will pay the Grant amount plus GST and issue a recipient created tax invoice. Therefore, the funding requested should be a GST-exclusive amount.
- Budget Template is available under the Key Documents via <https://tafeqld.edu.au/tce-grants>.

Risk Management Plan

Risk management is also one of the assessment criteria, and this must be clearly demonstrated through a comprehensive Risk Management Plan template. A risk is defined as the effect of uncertainty on objectives, often expressed in terms of a combination of the consequences of an event (including changes in circumstances or knowledge) and the associated likelihood of occurrence.

You need to determine which risks are the most important in terms of their potential to impact on the achievement of the objectives of your Grants. Where possible, try to combine similar risks to consolidate the number of potential risks. The Risk Management Plan includes the following key elements:

Risk Identification: The purpose of risk identification is to find, recognise and describe risks that might prevent you from achieving the Grant objectives. When identifying risks, the following questions should be considered: What event(s) can happen that will have an adverse effect on your grant activity, and how it can happen?

Risk Impact: The impact identifies the consequence of each risk (i.e. what are the effects to your organisation if the risk does happen?).



Risk Control: A control is a current process, policy, device, practice or any other action designed to modify risk. Examples of controls include, checklists, meetings, procedures manual, contingency plans, audits and agreements in place.

Risk Treatment: A risk treatment is an additional activity being developed to manage and/or reduce the risk. Examples of risk treatments include the creation of new guidelines or the introduction of a review process. Once the proposed treatment has been implemented it becomes a control.

Effectiveness of Treatment Strategies: An adequate control implies that the risk is well managed, and no further treatments are required. A marginally effective control implies that a treatment is not necessary, however this may depend on the level of risk. An inadequate control implies that treatments are necessary.

Likelihood: Likelihood is the chance that something might happen. Rate the likelihood of the identified risk occurring with the controls in place. Ratings are: Almost certain, Likely, Possible, Unlikely or Rare.

Consequences: A consequence is the outcome of an event and has an effect on objectives. Rate the consequence to the Project outcomes of the identified risk occurring with the controls in place. Ratings are: Insignificant, Minor, Moderate, Major or Catastrophic.

Current Risk Rating:

| Likelihood | Insignificant | Minor | Moderate | Major | Catastrophic |
|----------------|---------------|--------|----------|-----------|--------------|
| Almost Certain | Low | Medium | High | Extensive | Extensive |
| Likely | Low | Medium | High | High | Extensive |
| Possible | Low | Medium | Medium | High | Extensive |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Medium | Medium | Medium |

Proposed Treatment Strategies: This section requires you to describe the strategies your organisation might use to address the identified risk, including avoidance, reduction, transfer, or acceptance.

Important Supporting Documentation

Alongside your Proposal, Letters of Support and Resume will be used to evaluate the **Assessment Criteria 2 – Capacity and capability to deliver applied research project**.

Letters of Support: Letters of Support must be provided from all partner organisations specified in your Proposal. The letter must include the details of in-kind and/or financial support committed to the project by the partner organisations and key roles and responsibilities to demonstrate a successful partnership arrangement.

Resume: Please provide details of your relevant experience, including the roles you performed and achievements. A maximum of two pages are recommended.

