



Preparing Australian Communities Program – Local

Application Writing Hints and Tips

The National Recovery and Resilience Agency (NRRRA) has prepared this document to provide useful hints and tips to help you prepare a grant application for your proposed project under the Preparing Australian Communities Program for projects of local significance (PACP Local).

The Grant Opportunity Guidelines (Guidelines) include all the information you need to apply. They detail all the requirements you and your project will need to meet.

This document should be read in conjunction with the Guidelines and FAQs for the PACP Local provided on business.gov.au. This document does not revoke, replace or amend the Guidelines.

This document offers general advice designed to complement the Guidelines.

Practical hints and tips for how to prepare your application

1. Read through the information on business.gov.au, as this information will assist you to understand the entire grant process for the PACP Local. When reading the sample application form on business.gov.au, plan the time you will need to prepare your application, including how long it might take to gather supporting documentation. Applications can often take days, not hours.
2. To get a head start, you could use the sample application form to start drafting your response offline (e.g. in Microsoft Word). Make sure you also save your responses offline so that if you encounter technical issues with the application form you have saved your answers.
3. Check character limits in the sample or online application form to get a feel for how long your answer should be.
4. When applications open on 10 December 2021 and before they close on 6 January 2022, at 5:00pm (AEDT), you can copy and paste your responses into the online application form.
5. Use clear and concise English that describes your project in a way that is easy to understand. Assume that the Department of Industry, Science, Energy and Resources (DISER), and the Assessment Panel know nothing about you, your idea or your community.
6. When you are completing your application online, use the 'save and continue' button. This will ensure you don't lose your application. It will also enable you to come back and work on your application later.
7. Make sure you include a clear and well-demonstrated link between your project, the objectives of the PACP Local and the assessment criteria.
8. Include sub-headings in your response to the PACP Local assessment criteria, this will help you address each individual sub-component of the assessment criteria.
9. Double-check your responses to ensure you have answered the questions clearly.
10. Ask others to read your application, this can help to ensure your writing is clear and concise and that you have included enough information about your organisation, community and projects.
11. You may wish to use the Application Checklist **below** to make sure you haven't missed anything.





Please note, this document does not cover, or provide guidance on how to address the assessment criteria. Please refer to the Guidelines and the document titled 'Hints and Tips – how to address the assessment criteria' for more information on this.

Application Checklist

Item	Task	
1.	Create your business.gov.au account as soon as you have decided to apply. An account can be created prior to the opening date of the PACP Local.	<input type="checkbox"/>
2.	Carefully read the Guidelines available at www.business.gov.au/PACPL . Pay particular attention to the assessment criteria, which you must address in your application.	<input type="checkbox"/>
3.	Check the application form submission format. All applications must be submitted electronically using the relevant application form. Each form contains instructions for technical requirements and how to lodge an application.* <i>*Late applications will not be accepted. You must submit your application between 10 December 2021 and 5:00 pm AEDT on 6 January 2022. Be aware of time zones and daylight savings.</i>	<input type="checkbox"/>
4.	Check your eligibility and the eligibility of your project.* <i>* If you're not eligible, you may be able to partner with another organisation that is eligible. The eligible organisation must lead the project. Only the lead organisation may submit the application and (if successful) enter into the grant agreement with the Commonwealth.</i>	<input type="checkbox"/>
5.	Check the co-contribution requirements to ascertain if your project requires a co-contribution.	<input type="checkbox"/>
	Ensure you are able to provide evidence of your co-contribution (if required).	
6.	Respond to the assessment criteria and ensure all responses are within the allocated word limit.	<input type="checkbox"/>
7.	Attach supporting documentation (where required).	<input type="checkbox"/>
8.	Read and complete the declaration part of the Application Form carefully.	<input type="checkbox"/>
9.	Prepare your application in advance of the closing date and time Opening date: 10 December 2021 Closing date: 5:00pm (AEDT) 6 January 2022. No extensions will be provided.	<input type="checkbox"/>
10.	Keep a record of your application (including submission reference number or application ID generated by DISER when you start your application).	<input type="checkbox"/>
11.	Check business.gov.au regularly for updates. Further hints and tips will also be available on the recovery.gov.au website at recovery.gov.au/preparing-australia-program	<input type="checkbox"/>

