Handout 19: Steps in Submission Writing

1. Acquire a copy of the terms of reference or guidelines
2. Provide evidence to back up your request, e.g. community profile, client data analysis
3. Collaborate with other services to ensure that the submission content is not been duplicated – form alliances if that becomes evident
4. Ensure all components of the submission are completed
5. Ensure the submission is neat and clear
6. Engage in lobbying to obtain letters of support and attach these to the submission
7. Contact your local member of parliament and seek their support.

Suggested Format for Submissions

- Title
- Proposal Statement: Brief statement of proposal (including groups to be served and total amount of budget)
- Problems: What problems will the program solve?
- Objectives: What does the program hope to achieve?
- Justification of Need: Include statistics, relevant data, reference to previous attempts locally or elsewhere
- Why this alternative was chosen: Refer to alternatives rejected and relevant supporting literature, if any
- Plan of operation: Detailed description of how the program will operate
- Scope Population to be served Geographic area
- Community Description: Socio-economic description of the community in which the project will operate
- Project length: Date of start of project, Date of end of project Agency co-ordination: What agencies are involved? Details of any co-ordination committee
- Personnel: Staff required, Job qualifications, Anticipated starting dates, Temporary, fulltime or contract Administration, Structure, Function, Accountability of monies, Maintenance of records
- Facilities: Where will project be housed? How will staff be accommodated?
- Evaluation: Assessment plan Who will carry out evaluation? What records will be kept? What are the measures of success?
- Future Finance: Where will ongoing funds come from after the grant runs out?
- Budget may include the following:
  - Staffing
  - Consultants fees
  - Travel Costs
  - Postal and telephone costs
  - Rentals of equipment, buildings
  - Capital costs
  - Consumable supplies.

(Action Manual for Community Economic Development. Municipal Association)
of Victoria. 1994).