

# Do's and Don'ts

## 2026-27 Grant Round

### National Foundation for Australia-China Relations

#### Focus & Fit

##### Does your proposal clearly fit this grant opportunity?

###### ✔ Do

- Focus your application on **one or two intended outcomes** of this grant opportunity.
- Show how your proposal aligns with the **Foundation's priorities** and the grant round's **intended outcomes**.
- Tailor your response to the **assessment criteria**.

###### ✘ Don't

- Try to address **all** intended outcomes.
- Submit a broad or unfocused proposal that lacks a clear purpose.
- Re-use generic text prepared for other grants without tailoring it.

#### Outcomes

##### What will change as a result of your project?

###### ✔ Do

- Clearly explain the **tangible outcomes** your activity will deliver.
- Describe **who benefits, how, and why it matters**.
- Use **plain, accessible language** that can be understood by non-technical assessors.

###### ✘ Don't

- Focus heavily on technical detail or process at the expense of outcomes.
- Assume specialist knowledge from the assessment panel.
- Leave unclear how success will be measured.

## Delivery & Capability

### Can you realistically deliver what you propose?

#### ✓ Do

- Clearly spell out the **activities you will deliver**, such as:
  - number of workshops, exchanges, forums, or events
  - expected audience size or participants
  - locations and partners
- Demonstrate that your organisation has the **capacity, experience, and governance** to deliver the project.
- Show you have considered risks and how they will be managed.

#### ✗ Don't

- Include vague or aspirational activities without detail.
- Over-promise or propose activities that exceed your delivery capacity.
- Rely on attachments to explain core elements of your proposal.

## Budget & Value for Money

### Is the funding request reasonable and well-justified?

#### ✓ Do

- Demonstrate that your budget represents **value for money** relative to outcomes.
- Clearly explain major cost items and how they support delivery.
- Identify and clearly articulate any **cash or in-kind co-contributions** or leveraged resources.

#### ✗ Don't

- Overestimate or underestimate costs.
- Assume that requesting more money strengthens your application.
- Include ineligible or poorly explained expenditure.

## Timing & Eligibility

### Is your project eligible and correctly timed?

#### ✔ Do

- Ensure all proposed activities start **after funding is expected to be available**.
- Check that your activities, expenditure, and locations are eligible under the Guidelines.
- Allow realistic timeframes for approvals, contracting, and delivery.

#### ✘ Don't

- Include activities that start before the expected funding commencement date.
- Assume funding will be paid before a grant agreement is executed.
- Include retrospective or already-completed activities.