



# ***The Right Balance Company Pty Ltd***

*ACN 120 724 423*



## ***Grant Writing Services***

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***The Right Balance***



# ***The Right Balance Company Pty Ltd***

**ACN 120 724 423**

## ***MISSION STATEMENT***

***To provide quality, professional services and assistance.***

## ***INTRODUCTION***

***Established in 2002, The Right Balance is proud to offer a range of services including:***

◆ **Grant Writing and Consultancy for not-for-profit organisations.**

Over \$6 million has been successfully secured for numerous groups throughout Queensland. These groups range from small rural community organisations through to state-wide commercial entities. Funding applications have been prepared and submitted for a range of projects in the fields of the Arts, Education, Sport and Recreation, Early Childhood, Youth Services, seniors, Disability Services, planning, infrastructure, events and program development. Our client list includes many schools, sporting groups, child care organisations, arts groups and community not-for-profit organisations.

◆ **Project and Event Management**

Our project management experience extends from overseeing small-scale renovations (up to \$100,000), playground constructions (up to \$50,000), installation of shade structures (up to \$200,000) through to multi-faceted activities up to \$250,000. Event management services have been provided for medium scale events (up to 4000 people).

◆ **Planning and Facilitation**

Planning and facilitation projects have included: Business Plans, Club Development Plans, Risk Management Plans, Operational Plans, Feasibility Studies and research projects.

◆ **Technical Writing**

The Right Balance has provided customised document production and interpretive signage for large corporate organisations, government and community groups.

◆ **Bookkeeping Services**

Ongoing data entry and reporting services are provided to small businesses, including agricultural, medical and construction entities.

◆ **Secretarial Services**

The Right Balance Company offers a wide range of secretarial services including résumé writing, cover letters, photocopying, data entry, document production, graphic art and general correspondence.





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## ***GRANT WRITING SERVICES***

The following information gives an indication of the services provided to organisations; however this list is not exhaustive and can be customised to meet the specific needs of each group.

- Assistance to identify the needs and priorities of your organisation and the establishment of a funding program
- Obtaining detailed information for the project
- Requesting letters of support from politicians, community groups and interested persons
- Checking for all required approvals from owners and government agencies
- Researching your organisation's history and current situation
- Researching the current status of similar projects
- Assessing all funding options available to the project
- Compiling a comprehensive submission.
- Providing monthly progress reports for presentation at committee meetings, if required.

## ***FEE STRUCTURE***

An initial up-front fee of \$220.00 (inclusive of GST) covers our out-of-pocket expenses. Should the funding application be unsuccessful, no further financial commitment is required from your organisation. Should the funding application be successful, a fee of 10% will be charged to your organisation.

Your organisation (by prior arrangement) can elect one of several payment options available:

1. Payment by your organisation from your own funds
2. If the project permits, utilising our project management services.

Each of the above payment options will be discussed with your group to select the service most beneficial to your organisation. The options will vary between different funding bodies. Our organisation is careful to comply with the guidelines of each funding program. Fees payable will be clearly outlined in the Funding Terms Agreement drafted for each submission. Whilst every effort is made to secure funding, grants are competitive and not all submissions will be successful.





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## ***TEAM MEMBERS***

***Our company's staff members draw from a wide range of experiences and qualifications. This diversity of experience allows The Right Balance to cater to the needs of our broad client base.***

### **Shari Hancox**

**B. Bus., Dip. Ag., Cert IV Bus. Serv., C. Dec.**

Shari is the Company Director of The Right Balance and has a background in accounting and agriculture. She is currently affiliated with the Australian Institute of Project Managers and is a registered grant writer with *Our Community*. Shari's professional affiliations and experience ensure that the latest industry information and best practice is obtained and implemented for clients.

### **Anita McLure**

**B. App. Sc., Grad. Dip. Ed., Cert. Hosp. Op.**

Anita is registered with the Queensland College of Teachers and has a background of teaching in both secondary and tertiary educational institutions. She has also spent time in the banking and retail sectors. Anita has spent several years as an executive committee member of numerous community organisations and was President of the committee awarded the W. Keith Hayes High Commendation Award for Innovation and Excellence in Management Practices from the C&K Association of Queensland.

## ***WHAT NOW?***

Should you seek further information or wish to retain the grant writing services of The Right Balance, please feel free to contact Shari Hancox using the contact details listed on the front page of this document.

