



# TIPS FOR GRANT WRITING SUCCESS

Writing a grant application can be difficult, which is why we have put together this set of tips to help you through the process. Use these tips as a guide to put together the best application you can.

## CONTACT US



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## Before you get started

- Allow time to plan and design your project and its outcomes.
- Talk to your networks, get support and create partnerships with others in the community.
- Check that the chosen funding program is a good match for your project.
- Check you are eligible for this type of funding.
- If possible, contact the Grantor to discuss your project before starting your application - this can provide invaluable insights to strengthen your application.

## When you are ready to start

### Become incorporated

- Consider becoming incorporated (if you aren't already), since many grants are not available to unincorporated groups or private citizens.

### Read the grant guidelines and address the criteria

- Read the guidelines to find out all the eligibility requirements and assessment criteria.
- Check your organisation meets the required legal status and your requested items for funding are listed as eligible items.
- Make sure you address the key criteria – that's what the application is all about!

### Allow sufficient time

- Start early to give yourself enough time to create a complete and compelling application and to submit it through the specified channels.
- Allow time to obtain support material and letters.
- Submit the application before the closing date and time and follow the specified instructions – to avoid any technical issues, do not wait until the last minute as late applications are generally not accepted.

### Consider other funding source

- Don't rely on just one funding source.
- Make the effort to secure funding from a range of different sources.
- Check whether it is a requirement to contribute funds either from your own organisation or through funds from other sources.
- Show that funds have been approved for your project from others, if possible, this will generally make your application more competitive. Make sure this is reflected in the budget and confirmed if possible.

## Writing the application

### Letters of support

- Get letters of support from external parties (eg. Local Government, community groups and clubs, local businesses), they are important to show project value.
- Ensure the letters are current and refer directly to your project.
- Ask for them sooner rather than later.
- Attach them to your application.

### Highlight the benefits

- Explain clearly what your project is about.
- Describe the outputs (what is produced eg five houses will be built).
- Describe the outcomes (what is achieved, eg a reduction in homelessness).

### Know the funder's priorities

- Link your project to key strategic or operational planning documents from the funder's organisation.

### Be succinct

- Consider using dot points or a table to convey information clearly and succinctly.
- Minimise technical terms and jargon.
- Use plain English to enhance a reader's comprehension of your project.

### **Never assume**

- Make sure your request is clear to someone who knows little about your organisation or project.

### **Answer all the questions**

- Answer all the questions so that your application is compliant and appealing.
- Write 'not applicable' (or 'n.a.') if a question does not apply (it may be useful to state why this is the case).
- Don't leave questions blank – it may look like the question has been missed.

### **Keep within the limits**

- Only use the supplied forms and budget tables.
- Always stay within the word limit imposed.

### **Balance the budget**

- Ensure the budget adds up.
- Check income and expenditure figures match.
- Make sure that both the total project amount and total funding requested are consistent.
- Include budget notes to explain unusual items of expenditure. These can be included as footnotes at the end of the budget.
- Check whether the budget is GST exclusive.
- Phone the funding body and ask for clarification if you are confused by the budget template.

### **Be reasonable**

- Ensure that your request for funding is consistent with your own organisation's cash contribution and the scale of the project.

### **Check attachments**

- Make sure all required documents are attached e.g. letters of support, annual reports, ABN, insurance, financial statements, quotes etc.
- Use a checklist, if it is supplied in the package, to make sure you have met all the requirements.

### **Proofread**

- Get rid of spelling errors, typing mistakes and bad grammar.
- Check you have not missed out any pages or attachments and have answered all the questions.
- Always read and re-read your application before you submit it.

### **Sign it off correctly**

- Have the CEO or chairperson of the organisation sign the application, it is usually a requirement.
- Otherwise, provide a governance flow chart or a letter stating that a delegated authority can sign on a CEO or Chairperson's behalf, if the application will be signed by an authorised person.

## **Common Mistakes**

- ✗ Eligibility is not met.
- ✗ Guidelines are not followed.
- ✗ Unanswered questions.
- ✗ Not allowing enough time.
- ✗ Not using plain English.
- ✗ Required co-funding or leveraged funding is not met.
- ✗ The incorrect person signs the application.
- ✗ Lack of proofreading.
- ✗ Attachments have not been provided.



## **Albany**

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