

Community Grants

Top tips for grant writing



Preparation and Planning

Map out the needs of your project:

- Brainstorm with your team to identify key factors of the project
- Is the project realistic, achievable and measurable?
- What is the purpose of your project?
- Develop a realistic timeline?
- Outline the costs and a detailed budget?
- How is it offering value to the participants and wider community?
- Decide on clear roles and responsibilities within your team

Read the grant guidelines

- Make sure you meet the selection criteria
- Check you are eligible to apply and understand the guidelines
- be aware of deadlines. Don't leave it till the last minute!
- Tip: If you need to fundamentally change your project to suit the grant provider, it is the wrong grant program for you. Leave it for another time or grant program.

Is this the grant for you?

If you are unclear whether your project meets the selection criteria contact your grant providers to clarify any questions that you may be unsure about.

- Look at the previous projects that have been funded
- Identify the organisation's aims and priorities
- If you were unsuccessful – call the grant officer for feedback

Identify other potential funding sources

There are many funding opportunities out there!

Funding is competitive and you may not get the grant you apply for.

- Consider other ways to include other organisations in the project, partner together, share resources, in-kind donation or volunteers
- Seek sponsorship from local businesses or larger companies
- fundraising events
- grants from other government agencies or businesses
- donations
- membership fees

Standing Out!

Sell yourself! By writing a compelling grant application. What is it that makes your project worth funding?

Remember you are being assessed against a lot of other applicants. Let your passion for the project show, and be clear about the planning, delivery and benefit of the project.

- Show you have support for the project from the community
- demonstrate how your project aims to build real meaningful experiences for those participating in the project
- It is competitive – highlight why your project should deserve to be funded

Communicate clearly

Applying for grants is a competitive process, so present your application clearly and concise.

- Aim to attract the attention of the assessor within the first paragraph of the application
- What, when, why and how you plan to deliver it
- clearly state the aims and objects of the project
- How does the project meet the needs of the community
- Ensure the tone of your application is optimistic, well-reasoned with a clear concise message. This makes it easier for the grant assessment panel.

Budget and costing

Often applications will fall short because of an unclear budget.

It is important to provide an accurate breakdown of all items in your application.

- Remember to include and attach quotes

Note: The level of funding contributed by the applicant/ and or others towards the project will be considered in the assessment process.

Relevant experience and support

demonstrate that you and your team have the experience and skills to be able to deliver a successful programs, workshops or event.

If relevant provide references and previous successes

Final Steps

- double check it & have another person review before submitting the application
- check you have attached all the required documents

Good luck and happy writing