Grant Writing

There are many grants and funding opportunities available that can help your club or community group. When you have a project ready, and it's time to put together your application, here are some tips.

Don't Go It Alone

Talk with the funding provider – Pick up the phone and talk to the grant provider to ensure your club and your project are eligible. There is nothing worse than spending all that time on submitting an application only to find out you're not eligible.

Get Help - All clubs should have people responsible for grant coordination and project management. This doesn't mean everything falls on their shoulders. Make use of the experience and knowledge of those around you so the most informed answers can be given. Always get someone else to proof your application; ideally someone who hasn't been involved in putting the application together.

Tell Your Story

Instil positive emotions – Focus more on solutions than problems when writing your grant application. A real person is going to read your proposal, so you want to instil positive emotions.

Keep it simple - Your project must be easily understood by someone not familiar with your club. You need to tell the reader exactly what your project is and capture their attention in the first couple of sentences of the project description. Remember assessors are reading lots of applications so add important information to the top.

Evidence, evidence, evidence - Where possible, support answers with research and documentation. Use data that is specific, relevant and recent. Make sure that your application doesn't get weighed down with unnecessary data that obscures the real issue you are addressing. Instead, your supporting documents should support your application with facts.

Follow The Instructions

Answer every question - This seems obvious, but it's been missed before. Answer every question and if you believe it's not applicable, then that's a great question to discuss with the grant assessor when you're on the phone.

Attachments - Where additional relevant information is included, make a clear statement linking your answers to the attachments. Only include the relevant sections of supporting plans and studies with direct cross references. Don't just attach a bulky document and expect the grant assessors to decipher it all. Ensure you comply with 'file type' and 'file size' requirements.