

# 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**