

GRANT WRITING TIPS

Below is a guide and some recommended steps to follow for organisations intending to make a grant funding submission

1. **Stay Prepared:** It is important to remain prepared as grant opportunities come up quickly and have short deadlines.
2. **Thoroughly Read Funding Guidelines:** Carefully read the funding guidelines to ensure a suitable fit before applying. Don't apply for the sake of it.
3. **Align with Government Programs:** When applying for government grants, connect your program to relevant broader government initiatives such as obesity, physical activity, and premier's priorities etc.
4. **Communicate with the Grant Funder:** Reach out to the grant funder to clarify any uncertainties and take note of multiple application rounds.
5. **Learn from Past Recipients:** Check past grant recipients and their awarded amounts for useful insights and comparisons.
6. **Understand Your Project Thoroughly:** Have a deep understanding of your project
7. **Be a Storyteller:** Make your grant proposal stand out by becoming a skilled storyteller, capturing the reader's heart and interest.
8. **Write Clearly and Succinctly:** Eliminate industry jargon from your grant application and assume that the assessor has no knowledge of your project or your organisation.
9. **Focus on Solutions:** Emphasise solutions rather than dwelling solely on problems in your grant application.

10. **Pay Attention to Details:** Adhere to specific requirements set by grant makers, including page length, margins, and typeface, to avoid rejection.
11. **Create Realistic Project Timelines:** Develop a project plan with realistic timelines that align with the grant program's acceptable timeframes.
12. **Prepare a Realistic Budget:** Create a budget that is neither too small nor too large, ensuring all items are eligible under the grant criteria. Get quotes if possible.
13. **Include Required Supporting Documentation:** Attach all necessary documents, such as from your NSO/SSO/State/Local/Federal member which could be in the form of a letter of support etc. Also be aware of the need to seek land owner's consent if the grant relates to infrastructure and your organisation does not own the land.
14. **Word Limits:** This is a real thing, don't exceed word limits!
15. **Review and Revise:** Carefully review and edit your application, seeking feedback from others, and refining it until it is clear and easily understandable.
16. **Submit on Time:** Ensure timely submission of your application, avoiding late submissions and potential IT issues.
17. **Keep Application Records:** Save the notification of application receipt and any identification code for future reference.
18. **Seek Feedback:** If your application is unsuccessful, don't lose hope. Request feedback to learn and improve.
19. **Consider Professional Assistance:** If needed, don't hesitate to seek help from organisations or consultants specialising in grant applications.