



Community Grants

Top 10 Grant Writing Tips

BEFORE YOU APPLY - Get organised

1. Develop a project plan by asking:

- Why does this project need to happen?
- What are you proposing to do?
- What will change because of this project?
- How are you going to achieve this?
- When are the key dates and milestones?
- Where are the main activities happening?
- Who is involved in the project? Do they have the skills to make it happen?
- What costs are involved?
- How will you measure success?

If your project is simple, planning will be simple.

2. Research and evidence

- Who has done this type of project before? Talk to subject experts. Learn from their experiences.
- What are the statistics or results that support the need or benefit of your project?
- Are any permissions required – consent from owner, planning approvals, permits?

3. Identify potential funding sources

- Funding is competitive so it is not wise to rely on a single funding source.
- Research – what organisations fund the type of project you are planning? What are their priorities?
- Consider various opportunities to generate income – fundraising, sponsorship, crowd-funding, ticket sales, membership fees, etc.
- Be brave and creative – look for mutually beneficial partnerships.
- Share the responsibility for grant seeking.

4. Know your funder

- Read the relevant guidelines
- What are the assessment criteria?
- Consider how you will achieve the priorities listed by the funder.
- Look at types of previously funded projects
- Ensure you are eligible – both your organisation and proposed project
- Read the application form – understand what is required
- Is the timing of funding deadlines and outcome notifications right for your project?



NOW YOU ARE READY TO APPLY

5. Be clear and concise

- Refer to your project plan and summarise what you are going to do.
- Use clear, concise language – direct and to the point.
- Stay relevant – avoid fancy jargon and “motherhood statements”.
- Write a reader friendly application.

6. Be a great communicator

- Tell your story – let your passion shine through.
- Stand out and sell yourself – why is your project important?
- Show that you can do it – provide examples of previous projects and experience.
- Don't assume the assessors already know about your organisation and the work you do (can be provided as an attachment).
- Have someone proof read your application.

7. Support your application

- Attach evidence of support from community and any project partnerships.
- Include evidence of relevant permissions, permits, building approvals, etc.
- Provide any design plans, business or marketing plans, drawings, photos, etc.

8. Prepare a detailed and accurate budget

- Identify all costs related to the project.
- Be clear on what items are eligible.
- List all sources of income including ticket sales sponsorships and your own contribution.
- Make it realistic.

9. Don't leave it to the last minute

- Check closing date and time.
- Allow time to gather all requested information.
- Allow time to revise and ask questions.
- Submit before the deadline.

10. If unsuccessful ... Get feedback!

- Ring up and talk to someone about your application – most funders are happy to provide feedback if asked
- Take on feedback.

For more help and resources, visit:

<https://www.sunshinecoast.qld.gov.au/grants>

