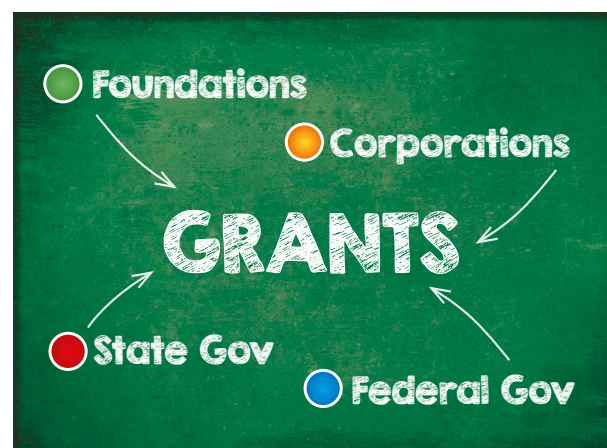


Grant Writing Tips

FACT SHEET

10 Tips for Writing Grant Applications

- 1.** Research grant opportunities and choose wisely. [The Funding Centre](#) has a comprehensive list of grants available but don't overlook local grants opportunities. Ensure that the criteria of the grant are in line with your organisation's outcomes and values.
- 2.** Dedicate human resources to grant writing. It is a valuable strategy to make grant applications a regular activity of your organisation. Having only one funding stream can leave your organisation open to risk if that funding is reviewed or withdrawn. [The Funding Centre](#) provides more information on sustainable funding strategies. If you are from a small NGO, you may find it difficult to compete with larger organisations who have dedicated grant writers. Try focusing on local grants which may have less competition.
- 3.** Give yourself time to complete your application. Depending on the size of the grant, applications can be time consuming and complex and your application will generally not be considered if you don't meet all of the criteria. Ensure you factor into your timeline getting the grant application approved by your board or CEO and obtaining letters of support/partnership from other agencies.
- 4.** All grant applications require different information. However, there is often cross over in general information that is required for most grants. To make the grant application process easier, set up template information that can be tailored and used again in future applications.
- 5.** Provide a clear picture of your organisation and the project you want to complete. Remember the grant assessors don't know your organisation so you need to be crystal clear about what you already do, what you want to do and your capacity to complete the proposed project successfully.
- 6.** Establish a context for your grant application with statistics. Many grant applications will require you to provide data about your local community and the needs that are specific to your community. Most local councils have online tools for analysis of census data for their local government area, you can also contact your peak bodies for data specific to your target group.
- 7.** Grant providers often require that you work with other organisations and that these organisations are aware of and support your grant application. Letters of support from other organisations are a good way to show you are able to work in partnerships. This takes time and needs to be factored in to your application process.



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A good way to leverage your grant application is to show how your proposed project links into existing regional, state and national strategies. These are examples of strategies and plans relevant to the Illawarra and Shoalhaven. Click on the links below to view the documents.

- RDA Illawarra Regional Plan [[click here](#)]
- Transition Illawarra Report [[click here](#)]
- Regional Development Australia – Far South Coast Regional Plan [[click here](#)]
- Regional Development Australia - Far South Coast South Coast Skills Audit [[click here](#)]
- NSW Premier’s Priorities in Action [[click here](#)]
- NSW Government’s Regional Action Plan for the Illawarra/South Coast [[click here](#)]
- NSW Planning & Environment Illawarra Regional Growth and Infrastructure Plan [[click here](#)]
- Advantage Wollongong Report [[click here](#)]
- CS&HISC’s Annual Environmental Scan (EScan) [[click here](#)]
- Roadmap for the Future of Community Services in the Illawarra 2014-2020 [[click here](#)]
- Local Government strategic community plans and economic development plans– these can be found on your local councils website.

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Have someone from outside your project proof read your grant application. Ask them for feedback; did you make a compelling argument for the grant? Did you paint a clear picture of what you want to do and why you are best placed to do it?

10

Submit the application on time and in the format that meets the grant guidelines. Try and avoid submitting the application on the last day. Most applications are received in the last 48 hours, this does not leave any room for problems on your end, such as hold ups with sign off on your grant application, or problems on the grant providers end, such as trouble with online submission processes.

For more information on grants available and other ways to raise funds for you organisation visit [The Funding Centre](#).

Sources:

Tammy King, 2012, Probono, [Top 10 Tips for Grant Writing](#), website accessed 16/6/16. Joanna Fritz, [Better Grant Writing, About Money](#), website accessed 16/6/16. [The Funding Centre](#) website accessed 16/6/16.



community
INDUSTRY GROUP

Community Industry Group Inc.
ABN 95 589 148 519

106B Industrial Rd Oak Flats NSW 2529
P: (02) 4256 4333