Grant writing tips

1. **Check your organisation or group is eligible to apply.**
   To check, read the grant guidelines carefully.
   Does your project or activity meet the grant guidelines?

2. **Check the start and closing date for applications.**
   Remember to note the actual time it closes on the date as these can vary and are not always at close of business or midnight.

3. **Check the submission process.**
   For example, do you need to submit it online, via email and/or can you send or deliver a hard copy? If submitting online, allow additional time to lodge your application in preparation for technical delays.

4. **Prepare your application.**

   Key questions to consider when writing your application:

What	What do you want to achieve? (outputs and outcomes)
Why	Detail the reasons and purpose of the resources
Who	Who is it for? How will they benefit?
	Who is involved? (inside and outside your organisation)
Where	Where is it taking place? (community, organisations, stakeholders, etc.)
When	When will it start, finish and the overall timeframe?
How	How will you achieve your goals? (activities, methods, project plan, budget)
Title	What will you call (name) your project?
	What documents or evidence will you need to include?

5. **How much will your project or activity cost?**
   Seek any quotes you may need. Consider what your organisation will contribute to in-kind costs, including volunteer contributions. (Note: volunteer labour is normally calculated at $25 per hour). Remember to keep your costs realistic and do not inflate.

6. **Consider any risks.**
   You may be asked to provide a risk assessment or risk management plan. Risks can be both internal and external and can relate to human resources, financial, management, operational. Stakeholder, compliance, economic/political, or other risk.

7. **Other funding.**
   What other funding sources are available that match with your planned projects and activities?