

## 7 tips for writing grant applications

There's no magical secret to writing a successful grant application, but there are some things you can do to improve your chances of getting funding.

### 1. Decide what you want to do or what kind of grant you need

Before you even start to look for funding, make sure you're clear about:

- the type of project or equipment you want
- what kind of grant you need
- why you want it

Answering these questions first up will help with everything else in this process.

### 2. Identify sources of funding

Visit our Grants and where to find them page <http://www.vic.gov.au/grants/health.html?type=grants> or Department of Health and Human Services page <http://www.health.gov.au/internet/main/publishing.nsf/Content/Listing+of+Tenders+and+Grants-1> in this section for links to lists of grants available in Victoria and Australia.

Other places to look for grants include:

- community websites
- newsletters of community organisations
- social media

### 3. Address the guidelines

It's crucial to make sure your submission directly addresses program guidelines.

Get a copy of the grant guidelines and application forms well before of the submission deadline and read them carefully to make sure:

- your project or equipment is the kind they fund
- you have time to get all of the supporting material together.

Allow plenty of time to complete all application requirements before the submission deadline.

#### **4. Do your research**

It pays to find out as much as you can about the organisation offering the grants. Research can also help you make your grant application as strong and convincing as it can be.

- Contact the funding agency and ask for advice about their requirements.
- Talk to people or organisations that have received funding and find out how they did it (often the funding organisation has a website with information about previous recipients - you can also search online for them).
- Use secondary sources of information (your local council)  
<https://knowyourcouncil.vic.gov.au/councils/glenelg> will probably have statistics and data about your local area, or even staff who can help you with your submission).
- The Australian Bureau of Statistics (ABS) <http://www.abs.gov.au/> has a wealth of data that may support your submission.

#### **5. Present your submission well**

When putting your submission together, make sure you:

- are clear about what you want to achieve
- use clear language and avoid jargon
- present only relevant supporting material (for example, graphs, tables, graphics)
- structure your submission so it's easy to follow (for example, include a table of contents, index, appendix)
- get someone to check the submission for errors and spelling mistakes
- keep a copy for your own records
- include profiles for yourself and anyone involved in the project (our How to write a resume page has some tips).

#### **Submitting a budget**

If you have to submit a budget with your application, make sure you:

- are accurate and realistic (the funding organisation will spot the inconsistencies and this will reflect badly on your application)
- don't cut corners to be more competitive
- use appropriate rates of pay
- don't forget overheads you might need (for example, WorkCover, insurances, office supplies, rent)
- get more than one quote for any equipment you need to buy
- relate any necessary equipment purchases to the aims of the project

- include your own contribution to the project, both your financial contribution and your time commitment.

## **6. Follow up your submission**

After you submit your application, it's a good idea to call the organisation to make sure they got your submission.

It can also help to try and generate support for your project by contacting other organisations, your local community or your local members of parliament

Keep a record of all discussions and contacts with the funding bodies. If you promise to do something, make sure you confirm those promises in writing (and then do them, of course!).

## **Funding Submission Register**

Don't forget to get permission from your direct Executive manager before applying for any equipment or project grants.

Send a copy of your final funding submission to Cindy Huppatz, Executive Administration to log your application on the Funding Register.

## **8. Take a deep breath!**

Well done! You've done all the hard work, got the application in, and now it's time to relax. The decision is now in the hands of the funding body.

Good luck!

### **Links:**

#### **Grants Victoria**

Search the database for grants and assistance available from the Victorian Government.

<http://www.vic.gov.au/grants.html>

#### **Grant Finder**

Searchable Federal Government directory of grants available across Australia.

<https://www.business.gov.au/assistance>