

Tips for completing a grant application

Completing a grant application can often be overwhelming and challenging, particularly if you have not done one before. Community groups and organisations who are seeking funding for infrastructure, facilities improvements, program delivery or to purchase equipment are encouraged to seek funding and grant opportunities.

The following tips have been put together to help organisations and community groups write a good grant application. Writing a good grant application can be difficult, but the following tips will assist you in developing a strong grant application.

Tip 1: Check that your organisation is eligible to apply

Before you get started check that your organisation is eligible to apply for the grant. Different funding and grant programs have varying degrees of eligibility. Make sure you meet the criteria before proceeding with an application.

Tip 2: Prepare your application

To prepare your grant application take some time to:

- check the application close date
- check what evidence or documents you will need. These may include;
 - a project plan or scope of your project
 - quotes
 - letters of support
 - financial details
- review grant application instructions

Tip 3: Research how much your project will cost

Before writing your grant application and project plan, research how much your project will cost. Remember to:

- seek quotes for all components of your grant project
- not inflate costs

Tip 4: Consider what other funding sources are available

When researching your project cost, consider what other funding sources are available and include this in your grant application. Other funding sources could include:

- other government departments (state and federal)
- local councils
- philanthropic organisations
- members of Parliament
- local businesses
- volunteers
- in-kind contributions

Tip 5: What to include in your grant application

When writing your grant application make sure you define:

- what you hope the project will achieve
- who will benefit from the project

- how the project matches the aim of the grant program

To check that you've included this, ask yourself:

- Who will your project target?
- What will your project achieve?
- When will your project be held?
- Where will you project run?
- Why is your project important?
- How will you run your project?

Tip 6: What to include in your project plan

When writing your grant project plan make sure you include:

- a description of your project
- how your project will be undertaken
- a budget outlining all costs, including what cash and in-kind contributions can be made
- a timeline of when key deliverables will be achieved
- an evaluation of how you will measure the success of your project

Source : <https://www.vic.gov.au/how-write-good-grant-application>

Additional resources and hints and tips on writing grant applications can be found below

<https://www.vic.gov.au/grant-terminology-explained>

https://www.ourcommunity.com.au/marketing/marketing_article.jsp?articleId=2626

Coorong District Council's Community Development Team can be contacted on 1300 785 277, and are available to assist you with any questions you may have about completing a grant application or what funding opportunities are available for your project.