

Tips on writing a grant application

- a) Read grant guidelines & selection criteria carefully
 - Decide if the grant program looks suitable for your needs.
- b) Do your homework on the project costings
 - Provide the best, most accurate information.
 - Avoid guesswork.
 - Get quotes for work or purchases.
 - Produce basic budget estimates for public events.
- c) Be realistic
 - Is the group ready to take on the project?
 - Will the group meet the obligations to council if successful?
 - Will the project actually achieve the desired outcomes?
 - Does the proposal fit easily within the required timeframe?
 - Does the amount requested reflect the true cost of the project?
- d) Discuss your project with contact Officer at council
 - Check the project objectives fit the guidelines.
 - Answer all questions.
 - Seek advice from council if unsure.
- e) Keep all information accurate, clear and succinct
- f) Organise all legal, financial and administrative paperwork - unless an alternative arrangement is made with council

You are usually required to provide supporting evidence with your application.

This may include:

- a copy of your organisation's constitution
- Annual Report(s), financial statement(s), bank statements
- project budget
- Project Marketing Plan
- Project Business Plan
- evidence of GST registration
- evidence of public liability insurance
- resume for the project manager, any professional performers or artists
- other information you think would assist the selection panel in assessing the application.

Check and proofread everything and submit before due date

- Check all questions on the application form are fully answered.
- Check all relevant supporting documentation is included.
- Make sure a local Councillor is aware of the project.

An incomplete document may be automatically disqualified. And late applications are generally not accepted.