TOP TIPS FOR FUNDING APPLICATIONS

Grant writing can be overwhelming. Consider these handy tips on how to write an application. They'll not only prepare you for what's to be expected but will also help you craft a high quality grant submission.

BEFORE YOU APPLY:

1. **Engage with Grants Advisors:** Most funding organisations have grants advisors. Speak with them before submitting your application. Are you eligible? Is your request a fit for the fund?

2. **Build Team Capability:** Develop your team's knowledge and skills in grants administration. Advisors can assist with this.

3. **Create a Funding Strategy:** Plan your funding strategy annually, considering funders' approval times and funding round dates.

4. **Prepare a Grants Toolkit:** Assemble a set of frequently used documents, such as financial reports, strategy documents, testimonials, and stories.

5. **Understand Your Community Landscape:** Identify other groups providing similar services and explore collaboration opportunities. Highlight what sets your organisation apart. Consider the external factors that may affect your organisation or the community.

6. **Measure what matters:** What do you track to provide evidence of community benefit. What does success look like and to whom?

IN YOUR APPLICATION:

1. **Align with Funder Priorities:** Read the grants section of the funder's website to understand their priorities and align your application accordingly.

2. **Tell Your Impact Story:** Describe what you do, why you do it, who benefits, and the community impact. Explain the potential impact if your service or project didn't exist.

3. **Diversify Funding Sources:** Communicate known and potential income related to your total project budget.

4. **Provide a Clear and Realistic Budget:** Ensure your budget is concise and understandable. This is a chance to show your project is well–planned, conceived, cost effective and feasible.

5. **Share Supporting Data:** If your project is backed by data, research, and testimonials, include this information. Tell your story – success stories that show the value of your service.

6. **Revise with a fresh set of eyes:** Don't hesitate to hand your application over to a trusty source for editing. Take on board their feedback and rewrite again if necessary.

AFTERWARDS:

1. **Seek Feedback:** If your application is unsuccessful, ask for feedback to improve future applications.
2. **Be Accountable:** After spending a grant, provide on time, clear accountability reports with photos and evidence to support future grant requests.

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