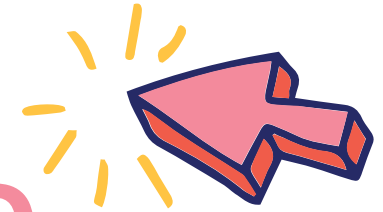# BEGINNERS GUIDE TO GRANT WRITING

What makes a good grant proposal?

A strong grant proposal should be clear, concise, and compelling. Be sure that you provide enough detail that the funder has a clear understanding of your project and can see that you have given this project consideration. Try not to get too wordy, keep to the point ensuring you answer or address all deliverables that make you qualify for this grant. Your grant proposal should also tell a story that helps the funder relate to your project and sees the value.

STEP 1.   Check that your organisation is eligible to apply
Be sure to read the guidelines and ensure that your project and/or organisation is eligible to apply for this particular grant.

STEP 2. Prepare your application
Ensure you can get it done before the close date.
Check what documents need to be collated, presented and included.
Take the time to understand the grant instructions, which questions you need to address, how it needs to be presented, and how it needs to be formatted.

Grant writing can take sometime. It is in your best interest to do steps 1 and 2 thoroughly so you don't waste your time or resources.

STEP 3. Cost forecasting
Before writing your grant application you will need to research how much your project will cost.
You will need to have all quotes for your project to get a true indication of costs involved. Don't inflate costs, the people who review these applications will have a reasonable idea of how much something could cost and if not it is easily researched. Over inflating costs will not be looked upon favourably and could be detrimental to future applications.

STEP 4. Consider what other funding sources may be available

When researching the cost of your project, consider what other funding options are available and include them 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

STEP 5. What to include in your grant application

When writing your application make sure you clearly explain:

- 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, and who will be involved?
- WHERE will your project run?
- WHAT will your project achieve?
- WHEN will your project be held?
- HOW will you run your project?
- WHY is your project important?

STEP 6. What to include in your project plan

When writing your grant project plan make sure you include:

- A description of your project
- A budget breakdown
- How your project will be undertaken
- A timeline of when key deliverables will be achieved
- An evaluation of how you will measure the success of your project