



Event Management

Top 10 Grant Writing Tips

- **Get organised! Plan Plan Plan!**
Determine the needs of your project:
 - What does it entail?
 - What are your critical timelines?
 - What costs are involved?
 - Where is the money coming from?
- **Identify potential funding sources**
Don't rely on a single funding source. Funding is competitive and you may not get the grant you apply for. Other ways to generate income include:
 - donations
 - membership fees
 - sponsorships
 - fundraising events
 - crowd funding
 - grants from other government agencies or businesses
- **Research your grant provider**
 - Contact your grant provider and ask to speak to a category expert or grants officer for assistance in developing your project.
 - Look at the types of projects they have funded in the past.
 - Identify their aims and priorities.
- **Read the grant guidelines**
 - Make sure you are eligible to apply.
 - Familiarise yourself with the assessment criteria
 - Plan around grant timelines and don't miss the deadlines
- **Sell yourself!**
Don't assume the assessment panel already knows about you and the good work that you do. Let your passion for the project shine through and create a compelling grant application. Yours could be the 99th application!
- **Be clear and concise**
Funding will be very competitive, so clearly describe your project:
 - What do you want to do?

- Why do you want to do it?
- When do you want to do it?
- Establish the significant community need and benefit of the project.

- **Include evidence of capacity**
Demonstrate that you and any other staff involved have the experience to complete the project e.g. If you are requesting funding for an Events Planner, then include supporting documentation that proves they have relevant experience.

- **Prepare a detailed budget**
Include an accurate breakdown of all the items in your application. Don't forget to include all contributions to the project as per tip two. *Note: The level of funding contributed by the applicant and/or others towards the project will be considered in the assessment.*

- **Support your application**
Show you have support for your project from the community; include up to three letters of support from groups that will benefit from your project. This demonstrates evidence of partnerships. You could also include an extract from your organisation's Business Plan, Meeting Minutes or a relevant strategy or Master Plan. Show you are ready to go!

- If you have any questions, contact a Grants Officer **before** you submit your application. Don't leave it to the last minute! Make sure you receive an acknowledgement email.