



Tips for writing an application – Grants Program

Useful tips for Grant Writing

- **Read the Guidelines**, including the eligibility and funding conditions. These may change from previous years. This will assist in the quality of your application and ensure the project meets the assessment criteria.
- Grant funding is competitive. When writing the application, think about why your project stands out and why your project should be chosen above others. Provide evidence and/or a compelling reason for your club/organisation to receive the funding requested.
- Make sure all questions are answered, including all budget requirements. The guidelines stipulate that the applicant must contribute on a matching \$1 for \$1 basis. This may be cash or in-kind (if eligible). Refer to the budget example or contact the Grants officer if you need assistance.
- Keep it simple and clear and include all the necessary requested information.
- The Guidelines and application form provides hints for the questions. Use these prompts to develop your responses.

Use your time wisely

Applications close 5.00 pm sharp on 14 April 2023.

- Read the guidelines closely first and check your proposal will be eligible.
- Read the application form and list all the extra evidence you need to provide to support your application. Request any evidence you don't have straight away.
- Use the information you have to start drafting your application and then refine it when you have the additional evidence you need.
- Use the selection criteria in the guidelines to help you prioritise information and where you spend your time.
- Don't waste your time preparing more than one application.
- Aim to have your application submitted by lunch time, in case you experience technical difficulties.



Check your application

- Get someone else to read your application so they can identify any information that isn't clear or to spot any inconsistencies (E.g: budget, timing or deliverables).
- Make sure deliverables are clear and objectives are specific and achievable.
- Check you have attached all evidence to support your application.
- Delete any unnecessary or repeated information.
- Review your application. Once your application is submitted, it cannot be altered or amended.
- After you submit the application, keep a pdf copy for your Organisation's reference. The application will be available to you in Smartygrants through your User log in.

Where can I get help?

Visit Colac Otway Shire website

www.colacotway.vic.gov.au Apply for a Grant

Phone: (03) 5232 9400

Email: grants@colacotway.vic.gov.au

For technical issues when applying online, email: service@smartygrants.com.au or phone (03) 9320 6888