**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 9 April 2021.

* Read the guidelines closely first and check your project 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 (eg 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.
* Aim to have your application submitted by lunch time on the closing date or earlier.
* 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

<https://www.colacotway.vic.gov.au/Community-services/Apply-for-a-grant/Colac-Otway-Shire-Grants-Program-2021-22>

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