Grant funding is competitive.  When writing the application, think about why your proposal stands out and why your project should be chosen above others.  Provide evidence and/or a compelling reason for your organisation to receive the funding requested.

The guidelines and application form provides hints for the questions.  Use these prompts to develop your responses.

Grant application deadlines can often be a source of stress and anxiety for grant applicants. However, with proper planning and organisation, you can effectively navigate these deadlines and submit your applications on time. Here are some expert tips to help you manage grant application deadlines:

* Start Early: Begin preparing your grant application well in advance of the deadline. This will give you plenty of time to gather all necessary documents, write a compelling proposal, and review your application for any errors or omissions. Request quotes and landowner consent and research permits and approvals as a first step if you don’t have these.
* Review the Application Guidelines: Carefully review the grant application guidelines to understand the specific requirements and deadlines. Highlight important deadlines and requirements to ensure that you address them in your application.
* Create a Timeline: Break down the application process into smaller tasks and create a timeline for completing each task. This will help you stay on track and ensure that you have enough time to complete your application before the deadline.
* Set Reminders: Use a calendar or task management tool to set reminders for key deadlines, such as the deadline for submitting letters of recommendation or supporting documents. Reminders will help you stay organised and ensure that you do not miss any important deadlines.
* Seek Assistance if Needed: If you will struggle to meet a deadline or need help with your application, don't hesitate to seek assistance from other members, colleagues or mentors. They can provide valuable feedback and support to help you meet your deadlines.
* Submit Early, if Possible: Aim to submit your application before the deadline, if possible. This will give you a buffer in case of any unforeseen delays or technical issues.

The last tip. After submitting your application, ensure you have received an acknowledgement that it has been received. If not, follow up with the grantmaking organisation to ensure that they have received it.

By following these tips, you can effectively navigate grant application deadlines and increase your chances of submitting a successful grant application. Remember to stay organised, start early, and seek assistance if needed. Good luck.

**Where can I get help?**

Grants & Development Officer

Colac Otway Shire Council website

T: (03) 5232 9400

E:  [grants@colacotway.vic.gov.au](mailto:grants@colacotway.vic.gov.au)

W: [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)

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