

# Grant Writing Tip Sheet

## **BEFORE YOU START**

### Do Your Research

- Identify if your project is a good fit for this specific grant program
- Make sure that your project is eligible. This means looking through all information provided, checking project timeline restrictions, and all eligibility and funding criteria. If you are unsure about your eligibility call before you start your application
- Make a list of everything that you need to supply (support materials/documents etc)
- Make a list of anything that you need to find out (quotes/more detailed information about your proposed project etc)
- Attend an information session if one is held by the funding body
- If applicable, consider submitting a draft application or booking in a meeting to discuss your application with the funding body. If they do permit meetings or drafts, create a timeline for yourself accordingly, noting any draft cut off dates, and preparing your questions in advance

## **WRITING YOUR APPLICATION >> WRITE, READ, REPEAT!**

### Written Answers

- Preparing a grant application is a skill set and being able to write clearly about your project is a critical step towards success
- Keep on topic and avoid answering questions with "Not Applicable" or "See Above"
- Keep your language and structure easy to understand, enjoyable to read, and reflective of your passion and commitment
- Follow the grant program guidelines including headings to be used, word or page limits, and matters to be specifically addressed
- Make sure you address ALL of the funding criteria and clearly answer ALL of the questions in the application form
- You will need to prove to the panel that:
  - o You can comply with funding requirements
  - o You are capable of delivering and managing your proposed project
  - o Your project meets the funding body's objectives/priorities
  - o Your project is unique, innovative, and has strong outcomes
- Prove to the panel that you and your project are worthy of the funding by answering the following questions:
  - o Why this?
  - o Why you?
  - o Why now?

### Budgets

- BE REALISTIC – Panellists are likely to be very experienced and knowledgeable in this area
- List all items of expenditure
- List all project income. This includes any grants, sponsorships, or any in-kind income, or self-contributions that you have secured or are seeking to secure. Base estimates of project income on past experience and/or through speaking with others. Income might include sales of artwork, catalogues, or ticket sales.
- In-kind income means non-cash contributions to your projects (such as free venue/studio hire, free advertising etc).
- Make sure that you are showing the equivalent cost of ALL of your income in your expenditure. Funding bodies often expect to see total income, including the grant from them, equalling the total expenditure
- Make sure that you include any notes to your budget, including evidence for your requested items of expenditure – make sure that you have time to get official quotes/estimates.  
Double check your figures and totals and make sure your budget balances

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## Support Material

- Make sure your material is compliant with what is allowed or required (including format) under the guidelines
- Your material should be of a professional quality and relevant to the purpose of the application and grant program
- All support material needs to be up to date. Do not use an old endorsement letter.
- Endorsement letters can take time to gather:
  - Give the people and organisations that you need letters from as much notice as possible
  - Give them a good briefing on what you need the support letter to cover
  - Give them a deadline (in advance of the submission date)
- Clearly label ALL support material (do not have file names like "1567.jpeg" this is easy to confuse, it is not clear for the panel members, and you may accidentally upload the wrong document).

## **BEFORE YOU SUBMIT**

### Check Your Application

- Get a third party to read your application and to check for any typos and proof your grammar.
- Does your application read well, and does it make sense?
- Is it exciting and engaging to read?
- Does your budget balance?
- Are all of the questions clearly answered?
- Does it meet all criteria?
- Check all confirmations, quotes, and all support material are correctly labelled and attached.
- Submit ON TIME (give yourself extra time in case of unforeseeable delays) and keep a copy for your records.
- Finally, keep in touch with updates on the project and send a 'Thank You'!

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