

# How to write a Grant Application



## Prepare

- Register your organisation in the online application system as early as possible. Keep your registration details in a safe place, sharing those details with only those who need to know such as your Line Manager, President, Secretary or Treasurer. You will need regular access to the email account that you register as the outcome of your grant will go to this email.
- Download a copy of the application form if it is available. Use this form to help you prepare your responses and contact Council's Funding & Partnerships Officer if you are unsure of any of the questions.
- Start your project application early in the application period, do not leave it until the last minute.
- Have a thorough understanding of your project.
- Read the Conditions and Guidelines for funding and any other relevant online documents relating to the Program. These can be found on the Council website.
- Ensure you understand the eligibility and assessment criteria.
- Consider how your project will address the criteria and how you will support this with some form of evidence.
- Consider discussing your idea with Council's Funding & Partnerships Officer who can be contacted at [grants@CityofPAE.sa.gov.au](mailto:grants@CityofPAE.sa.gov.au)

## Plan

- Work out your project timelines - be realistic and ensure they are within the acceptable time period for the grant program.
- Prepare a realistic budget. Don't ask for too little or too much. Check that all budget items are correct.
- Identify the community groups of individuals, how many and why that will benefit from your project.
- If there are any documents that need to be attached to your application, make sure you source them sooner rather than later. These could be your Public Liability Insurance, recent Audited Financial Statement. Please ensure when you upload your documents they are appropriately labelled/named.

## Write

- Ensure that you have the appropriate authority to submit the application on behalf of the organisation that is applying for the grant.
- Ensure that the contact details you provide as part of your application are up to date and the contact person can be reached during business hours.
- Complete the application as fully as possible.
- Ensure that you complete all the required sections of the application form. There will be a **red ✖** to indicate the required questions.
- Make financial information as accurate as possible. If you are required to provide a quote or a detailed budget, make sure you have sufficient information to support your grant request.

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- Write clearly and concisely
- Please do not use dot points or other formatting in your application, clear and simple paragraphs are best. Approach your explanation of the project with the assumption that Council has never been involved in your project before so why should your application be successful.
- Do not exceed the word limits.
- Throughout the application form there will be hints and tips. Ensure that you read and follow the instructions.
- Attach all required supporting documentation.
- Do not include documents that are not requested.
- When completing your application, remember to save your work regularly.
- You are able to work on your project submission over several sittings so that you can check information and improve your application before you submit it.
- Ensure to review your application before selecting the submit button.

### **Check**

- Show your application to someone who has never seen or heard of the project before. After they have read your application, do they understand what the project is about and why it is important. What do they see the main points in your application to be and does this align with what you were trying to say. If not, is there information that would explain this, that could be added to your application.
- Refine your application and repeat this step until the other person can clearly and easily understand your project. If your support person is asking these questions it is likely that Council will ask the same questions.

### **Submit**

- Partial or incomplete applications will not be accepted, the online system will not allow you to submit an incomplete application.
- Applications not received by the closing date will not be accepted for consideration.
- Don't leave submitting your application until the last minute, give yourself and Council plenty of time. This will ensure if we do have questions that additional information can be submitted with enough time to meet the closing date.
- Submit your application in accordance with the instructions.
- Keep a copy of the 'confirmation of submission' email that you will receive once you click on the 'submit' button.
- The confirmation email will include your unique application number that you will need as a reference. All future correspondence will need to include this reference number. Attached to the email will be a copy of your submitted application that you will need to keep for your records. Any approval will be conditional on adhering to the intention of the original application and the information provided within.