

GRANT WORKSHOPS 20 TOP TIPS



- 1.** Make sure that your activities meet the grant guidelines, if not sure contact the grant project officer.
- 2.** Contact the project officer! Let them know you exist!
- 3.** Find out what other projects have been funded before under the same funding program.
- 4.** Make sure you have approval from all parties with an interest in the project. For example, support/approval from owners of the land the event is being held on.
- 5.** Make sure your project is realistic and doable. Think about doing it in two or more stages.
- 6.** From the very start, think about how you will 'measure' your achievements.
- 7.** Get a team together to help write the application.
- 8.** Complete every section of the application.
- 9.** Address the specifics outlined in the guidelines.
- 10.** Less is more – don't just brain dump! Edit, edit, edit.
- 11.** Make sure your budget is realistic and includes in kind costs and put a 'real' value to your volunteer time and in kind support.
- 12.** Have a catchy title.
- 13.** Write the Project Summary last, when you have fully developed your project.
- 14.** Get someone who is not familiar with your idea to read your final version of the application - they may see gaps.
- 15.** Start early and lodge a few days in advance of closing date.
- 16.** Contact the project officer for feedback if the application is not successful.
- 17.** Take lots of photos of your event. They are valuable to include in your acquittal.
- 18.** Always provide a report on the project that includes photos and digital links if possible.
- 19.** Make sure you acknowledge any funding bodies or in kind support and partnership appropriately.
- 20.** How will your project make a difference? And when it's complete, how has it made a difference?