

Strategic Grants – Grants Success Facts Sheet

1. Check the closing date on the funder's website BEFORE commencing your application.
2. Ensure that you meet the funder guidelines! If you are not eligible, don't apply. In particular check that:
 - a. Your organisation meets ALL of the eligibility requirements
 - b. They provide grants to your geographic area
 - c. They fund the TYPE of project you are seeking funding for
 - d. You aren't asking for more money than the grant limit. That is, if grants are up to \$5000, don't ask for more than that.
3. If there is opportunity to talk to the funder or email an enquiry, do so, to clarify any questions you may have, AFTER reading the guidelines.
4. Ensure that applications always contain the most relevant and up to date information about the work your organisation does.
5. Ensure you are clear about what the need for the project is and what the outcomes will be. That is, what will change for your group and how will your organisation's work benefit, as a result of the grant.
6. When talking about the need, use statistics wherever possible. Local Council websites often contain local area stats and facts.
7. Project budget - how much money will it cost to deliver the project?
 - a. How much funding are you asking for in the grant application?
 - b. Get quotes (you can often look up prices online) and use real figures.
 - c. DON'T make costs up! It is very obvious to a funder when a budget has been guessed.
8. How are you measuring your success?
 - a. Can you count how many people / projects will be helped by the project the grant is for?
 - b. Can you ask for feedback at functions? Put a small survey together?
9. The better you can report back on how you spent the funding and the outcomes (benefits) that were achieved, the more likely you will get more funding in the future!
10. Spell & Grammar check your application!
11. Ensure all formatting is consistent throughout the document and adheres to any funder guideline specifications
12. Proof read and get someone else to proof read it for you. Do they understand it all clearly and have your answered all the questions as best you can?