

## Top Tips for Grant Writing

1. Read grant guidelines & selection criteria carefully. Decide if the grant program looks suitable for your needs. To discuss your needs before submitting an application contact the funding body or the Shire of Mundaring Community Development Officer (Grants) on 08 9290 6678.
2. Do your homework on the project costings:
  - Produce basic budget estimates for public events.
  - Provide the best, most accurate information.
  - Avoid guesswork.
  - Get quotes for work or purchases.

Don't underestimate the value of in kind or volunteer labour in your costings. Volunteer labour is usually costed a \$22 @hour per volunteer.

3. Be realistic:
  - Is the group ready to take on the project?
  - Will the group meet the obligations to Council if successful?
  - Will the project actually achieve the desired outcomes?
  - Does the proposal fit easily within the required timeframe?
  - Does the amount requested accurately reflect the true cost of the project?
4. Discuss your project with a grants officer at the Shire of Mundaring if it is for a Shire grant or you need support for your grant application:
  - Check the project objectives fit the guidelines
  - Answer all questions
  - Seek advice from council or the funding body if unsure.
5. Keep all information accurate, clear and succinct.
6. Organise all legal, financial and administrative paperwork - If you keep this information on hand you will be able to apply for funding at short notice. You are usually required to provide supporting evidence with your application. This may include:
  - A copy of your organisation's constitution
  - Annual Report(s), financial statement(s), bank statements
  - Project budget
  - Project Marketing Plan
  - Project Business Plan
  - Evidence of GST registration
  - Evidence of public liability insurance
  - Resume for the project manager, any professional performers or artists

Other information you think would assist the selection panel in assessing the application.

7. Demonstrate community support and need for the project. Some evidence that you might like to include:

- Community was consulted in the project's development stages eg. attach a copy of the minutes of a community meeting which passed a motion in support of the project.
- Community and key stakeholders support the project. (eg. include any letters of support or sponsorship).

You might also demonstrate that:

- there are no competing interests, and
- the project will make a positive contribution to your community and fill an identified community need.

8. Highlight community development outcomes and benefits These might include:

- Expected level of community participation in the project
- Accessibility of project to community members
- Future benefits to the community
- Partnerships with other community groups.

9. List best person as contact for the group. This person should:

- Be available during the assessment period
- Understand the project completely
- Have a copy of everything

Keep a record of any contact made by the funding body and the outcome of any discussion.

10. Check and proofread everything and submit before due date: an incomplete document may be automatically disqualified. Late applications are generally not accepted.

- Check all questions are fully answered
- Check all relevant supporting documentation is included

It is also prudent to make sure that your local Councillor is aware of the project if you are applying for a Shire grant for a project that involves the Shire, Shire property or will have a significant impact on the general community.