City of Wagga Wagga

GRANT WRITING GUIDE

Note: This guide has been developed to outline key issues that need to be considered when preparing a grant application. Any application should always be prepared in accordance with the relevant guidelines/conditions provided by the funding agency if available.

The following points should be considered before preparing a grant application.

1. **Eligibility**

   1.1 Is your organisation eligible to apply for this grant? Some agencies require recipients to be incorporated, GST registered, Income Tax Exempt Charity (ITEC) or a Deductible Gift Recipient (DGR) to apply.

   1.2 If not eligible does the funding agency allow for a sponsor to auspice on your behalf?

2. **Grant Program Priorities**

   2.1 Does the program or project you intend to fund through this grant match the stated priorities for the grants program you intend to apply under?

3. **Size of the grant**

   3.1 How much money do you intend to apply for?

   3.2 What proportion of the total cost of the project does the Grant represent?

4. **Cost of the grant**

   4.1 Will GST be deducted from the grant if paid to (You may need to factor this in when determining how much you will apply for).

   4.2 Will the grant need to be commenced and/or completed within specific time frames? Will this be achievable?

   4.3 What will be the cost of applying for this grant? In some cases costs including staff time and/or on-costs, design, DAs, consultants, equipment, capital works, etc. can be included within the amount requested. Check with the funding body.

4.4   What will be the ongoing cost to you organisation? (When the funded project ceases, will there be a cost to maintain the program, project or infrastructure provided by the grant?)

5.   **Purpose of the grant**
5.1   What is the grant going to be used for? Can you clearly and concisely explain how the funds will be expended? This will be the key point to justify in your application and to account for in reporting on the project, if the application is successful.

6.   **Matching Funding**
6.1   Will your organisation be expected to provide funding to match the grant, or to contribute to part of the costs of the project in any way, including in-kind? Where will these resources be found?

7.   **Implications**
7.1   Conditions of grant
Carefully note and consider the conditions of the grant and their implications for your organisation. You may need to seek additional advice regarding legal advice, insurance etc

7.2   Involvement of other stakeholders
Will this project and/or the conditions of grant entail the involvement of the staff and/or resources of other stakeholders?

Is a Development Application required?

Are designs required?

Are cost estimates or quotations for equipment or contractors required?

7.3   Community Consultation
Will the application involve community consultation? You may need to take action urgently to ensure consultation can be completed within the available time frame.

7.4   Ownership of the project and grant
Responsibility for preparing the application, managing and coordinating the project and for providing required reporting on the grant if received need to be resolved between all relevant parties before preparation for the application commences.

7.5   Authority
Have you received approval from relevant authoriteis to prepare an application and carry out the project if required?

7.7 Time frame
Consider the time frame you have between the decision to apply for the grant and the Closing Date for applications and the implications this will have for your staff resources.

Will there be adequate time to complete consultations with other stakeholders, seek legal and insurance advice, meet necessary report deadlines, complete the application and submit within the required time?

7.8 Evaluation
How will you know the receipt of this grant was worth the effort of applying and implementing the program or project? It is important to identify the key indicator(s) by which the success of the project or program can be judged.

8. Completing the Application form
8.1 Each submission needs to clearly state:
   8.1.1 The objective: what you want to do
   8.1.2 The rationale: why it's a good idea
   8.1.3 The budget: what the project costs and how much you require from the funding body
   8.1.4 Who will benefit from the project and how (the outcome)
   8.1.5 How the project will be implemented (the strategy)
   8.1.6 How the success of the project will be monitored and evaluated

8.2 Language used must be clear and precise. Unclear expression will damage your chances of success with those who have to read every application.
   8.2.1 Use short sentences and short paragraphs
   8.2.2 Be aware of appearance and readability; make sure it is legible
   8.2.3 Avoid overdone formatting and mixing too many font sizes or styles: use bold headings and bullets
   8.2.4 Use statistics, charts and graphs
   8.2.5 Avoid abbreviations, jargon, clichés or terminology that may confuse someone unfamiliar with the area you are writing about.

8.3 Have a third person read the application before it is signed to check spelling and grammar and to make sure that it makes sense.

9. **Lodgement of Application**

   9.1 It is important that the application is COMPLETE and received BY THE CLOSING DATE AND TIME in the REQUIRED FORMAT by the organisation to which you are applying for assistance.

10. **Receipt of Advice**

    10.1 If an application is unsuccessful feedback should be sought as to why this was the case. It could mean that an improved application could be resubmitted in another round.

11. **Receipt of funds**

    11.1 Does the funding agency require a Tax Invoice to be created to receive the funds?

12. **Progress of the project**

    12.1 Progress of the project is to be managed and reported to the funding body in accordance with the conditions of the grant.

    12.2 In some circumstances, where grants are paid in instalments, receipt of additional funds may depend on the return of a progress report.

13. **Completion of the project**

    13.1 On completion of the project, a report must be provided to the funding body if required by the conditions of grant, in the required format, to acquit the grant.

    13.2 Remember to acknowledge the contribution from the funding agency at any official opening, press releases or media coverage.