

7 Steps to Writing a Successful Grant Application

1. PREPARE TO BE SUCCESSFUL

- Be organised
- Read criteria (more than once)
- Draft your outline in a Word document

2. PLAN YOUR WORKPLAN

- Create a numbered checklist of all the components required
- Allocate peoples tasks
- Bring your team together (kick off meeting)
- Engage a Grant Writer

3. CREATE / DESIGN YOUR PROJECT PLAN

- How is this project going to happen?
- Costs?

4. COLLATE YOUR SUPPORTING DOCS

- Letters of support
- Quotes
- Include finance / budget
- what is required? refer to your checklist

5. WRITE YOUR DRAFT APPLICATION

- Check assessment weightings
- Check word and character limits
- Key criteria to address

6. ADD YOUR WHY AND STORY (BE PERSUASIVE) AND PRIORITIES OF THE FUNDERS

- Write in a persuasive way
- Competitive market
- Why is your project the best and going to benefit and provide the greatest impacts and outcomes?

7. REVIEW AND SUBMIT

- Get someone else to read through it
- Press submit 1 - 2 days before the deadline
- Celebrate!!

