

# GRANT WRITING – TOP TIPS

So, you're thinking about applying for a grant, great! Here are some handy tips to help you get started with your application.

## 1. Be prepared

- Be clear about what type of project/program you want to undertake.
- Read the grants program guidelines and assessment criteria thoroughly to determine whether your organisation and/or project/program are eligible for funding.
- Discuss your project/program and the grant program you wish to apply to with your local [Cricket NSW \(CNSW\) Development Manager](#) (DM).
- Seek clarification on the funding program or application process.  
Making yourself, your organisation and your project/program known is very important!
- Register early to access the online application form and get a thorough understanding of what is required. Take note of the closing date and give yourself plenty of time – don't submit your application in the final hour!!
- Determine how your project/program meets the objectives and assessment criteria of the grants program. Make sure you identify ways the project/program demonstrates this in your application.

## 2. Plan ahead

Work with your CNSW DM to undertake next steps, you may need to:

- Work out your project timelines – be realistic and ensure they are within the grant program.
- Prepare a realistic budget. Don't ask for too little or too much.
- Source quotes for the project/program. For facility developments, ensure the project meets [Cricket Australia's Community Cricket Facility Guidelines](#).
- Engagewith and seek land owner consent (e.g. Council) for facility development. Seek a financial/in-kind contribution from council/land owner if the project/program is of value to them to undertake.
- Engage with and seeking support from community/sporting groups for projects.
- Engage with and lobbying support from local State/Federal Member of Parliament.
- Identify alternate sources of funding. Don't just rely on this application to fund your project/program. Co-contributions are looked upon favourably. How much is your organisation willing to contribute towards the project/program?

*Note: School projects over \$30K are managed by the NSW Department of Education and Training. Contact the Asset Management Unit at the NSW Department of Education and*

*Training (132 779) prior to applying for funding to discuss your project and understand the project management process.*

### 3. Ready to write

- Read the question carefully. If you are unsure on the question, the funding provider (first) or your CNSW DM, for advice/clarification.
- Get to the point! Be clear and concise and do not exceed word limits. The assessor does not want to read long-winded answers or stories.
- Address and draw on words from the funds key objectives (these are usually highlighted on the funds webpage or at the front of the funds guidelines).
- Ensure financial information is as accurate as possible.
- Only attach relevant and requested documentation.
- If possible, save your progress as you go! Alternatively, copy your answers and save in a separate word document so if there are any issues/glitches and your work disappears, you have a backup!

### 4. Sanity check

Ask someone in your committee or a third-party to proof-read the application.

- Does the application suggest the project meets the funds objectives?
- Are the answers clear and concise?
- Is the attached documentation relevant, easy to understand and formatted appropriately (easy to open)?

Refine your application where necessary.

### 5. Save & submit

- Ensure you keep a full copy of your application and supporting documentation.
- Submit your application before or on time as late applications are not accepted.
- If you have not received a 'receipt of application' email, check with the funding provider that your application has been received however it's always good to touch base with the funding provider to advise that your application has been submitted.

### 6. What next?

**Be patient!** Assessments can take anywhere between two – six months.

If you were not advised as to when outcomes will be received, it's reasonable to suggest you can follow up on the outcome of your application after four months. Contact the funding provider by email and attach the 'receipt of application' email or identification code you were provided when you submitted your application.