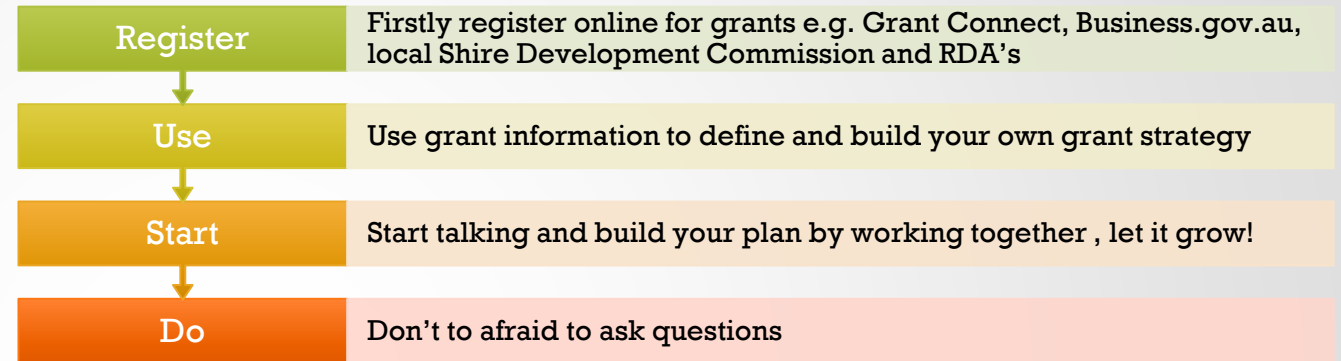




RDA MidWest Gascoyne

Grant Writing Workshop

Show us the Money !



THE FAB FOUR

- Think Right
- Grant Strategy
- Write Grants
- Report Well

Taking care of Business

- Know what the eligibility requirements are – they are all different
- Know your details i.e. what's your corporate structure, are you a Not for Profit, your contacts and the contact person, your ABN, etc.
- Who's applying, which entity is the applicant.
- Do you have a budget and will you make a contribution to this project?
- **Terrific Tip:** Plan-investing time and gathering everything before you commence writing can mean the difference between success and failure!

Square Pegs in Round Holes

- So place yourself in the accessor's shoes now and think does this project offer good value and does it contribute to what the Grant makers aims?
- Understand the grant, each program is different and will explain the reason it is established and what they are hoping to achieve, so find this out first.
- If you are lucky and are successful to secure this grant, can you complete the project? Is there a chance you might get stuck halfway through?
- Does the grant support you to achieve your project aims or are you trying to fit a square peg in a round hole?

Sharpen Your Pencils!

- Stand out from the crowd - have a catchy title they will remember
- Keep your answers simple and concise – they don't want a novel.
- Stick to the word limits and be consistent in your responses
- Consider adding headings for longer sections to break up the text
- Answer all questions – don't leave blanks
- If possible, include photos, maps, diagrams, attach all supporting documentation
- Ask someone to proof-read your draft and final application

Grant Writing

- Ok before you write anything check that you have read through the application form, yes and the guidelines, the FAQ, also the contract deed and maybe review the past winners?
- If there is a workshop for the grant writing program –attend it. This gives you an opportunity to meet, engage with the administrators in person!
- Pick up the phone and call the administrators if you have any questions, usually they are helpful, and this will clarify your concerns.
- Questions you may want to ask.
 - What are the project you are ‘really’ after?
 - Are you applying for the right grant?
 - What size of grant do you expect to award?
 - Are you expecting many application?
 - What don’t you want?
 - Can you give me feedback on my project?
 - Before I submit the project, can you give me feedback?

The Budget: Time to crunch the Numbers

- Show the 'whole 'budget that is the grant amount
- Your contribution, cash and in-kind and you project partners and their support.
- Can you show value for money?
- Are you able to show efficiency in cost and how?
- What are the ongoing benefits beyond the funding stage?
- How do you plan to measure the social & environmental impact.
- If you have had an economic analysis completed – include this as an attachment if possible.
- **Terrific Tip:** Remember to include all eligible costs that may include insurance, travel, legal fees or an audit.

The Final Countdown

- Is it looking good? Spelling and grammar correct, with a great layout and spacing?
- Avoid acronyms where possible, don't have them guessing or flicking backwards and forwards.
- Check the word count limits and yes stick to them.
- Have a look at previous winners to give you a benchmark

Winners are Grinners

- Congratulations – now read the paperwork carefully
- Note the timelines, milestone and acquittal reporting
- Create a file - have application, agreement copy of reports photos and please keep all receipts
- Only spend your grant money on what you've agreed

Be Grateful

- Acknowledgement is important
- Ask for logos, take photos
- Check the guideline just in case there are specific requirements
- Don't forget to include – invite your funders to any promotional events and all promotional material

Winding Up Time

- Remember when your final acquittal report is due and be on time
- If you need more time ask for an extension before the deadline.
- If it all fails return the money
- Provide all the information that is needed.

Next Time

- **Unsuccessful this time – Don't Give Up!**
- **Ask why?**
- **Start looking for alternative funding sources**
- **Did I mention Don't Give Up?**

A large red speech bubble graphic with a white outline, containing the text "Thank You".

Thank You

- Thanks for coming along
- Questions?