



Some golden rules of grant writing

- Give yourself plenty of time
- Define your project (purpose, goals, outcomes, timeline)
- Think about how you will measure the progress and outcomes of your project
- Identify the right funding source(s)
- Read the funding guidelines
- Talk to the funders about your project ideas
- Seek clarification if you are unsure about any part of the application process
- Check the closing date and stick to the deadline
- Identify referees or people to provide letters of support if required
- Follow the instructions exactly
- Use the correct form or template
- Think of the person who will be reading your proposal
- Be concise - less is more
- Make the application as easy to read as possible (spelling, grammar)
- "Paint a picture" of your project that a reviewer can quickly understand
- Link the project to the purpose of the funding source
- Write the project summary last
- Prepare a realistic budget (including in-kind and other sources of funding)
- Ask others to review your application before you submit it
- Use the best proof reader you can find
- Submit the right number of copies with all the required attachments
- Make sure you keep a copy of your application for your records

Please add your own golden rules here:

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Sources of information

City of Casey - Grant Writing Tips:

<http://www.casey.vic.gov.au/granttipsandsupport/?nav=tree>

Regional Arts NSW - Grant Writing Guide

<http://www.regionalartsnsw.com.au/grants/guide.html>

South Australian Network for Primary Health Care Research - Grant Writing - Useful Tips

http://som.flinders.edu.au/FUSA/GP-Evidence/PHCRED/pdfs/SARNetSnapshotsGrants_June05.pdf

USA Corporation for Public Broadcasting - Grant Writing Proposal Tips

www.cpb.org/grants/grantwriting.html

University of Texas - Grant Writing Tips

<http://www.utexas.edu/research/cswr/nida/grantWritingTips1.html>

Wagga Wagga City Council - Grant Writing Guide

<http://www.wagga.nsw.gov.au/www/html/245-grant-writing-guide.asp?intLocationID=245>

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