



GRANT WRITING TIPS

YOUR GRANT CHECKLIST

- Know what grants are available
- Are we eligible?
- Are there grants for us?
- Make the submission
- Doing the work
- Reporting / Acquittal

WHAT MAKES FOR A SUCCESSFUL PROPOSAL?

- A program/project that is within the scope of the funder's area of giving
- Sufficient documentation supported with facts
- A project that reflects people needs, not organisational needs

WRITING A GRANT

- A clean layout makes the content easy to follow
- Uses bulleted lists, charts and tables to illustrate points and break up text
- Uses subheadings to break up long response and link response content back to the question
- Uses single-sentence paragraphs or quotes to create an impact
- Uses white space to improve legibility
- Uses a clear font in a legible size
- State your case and make it clear, concise and compelling

GRANTS - RECAP

- Know the program rules
- Plan application
- Be creative but honest
- Research successful grants
- Provide information required
- Answer the question you are asked, not what you think you are asked
- No superfluous information

RELATIONSHIPS

- Work with other 'connectors'
- Internal and external resourcing
- Local, State and Federal contacts



GRANT WRITING TIPS

GRANT WRITING TOP TEN

1

MAKE IT ABOUT YOUR READER
(YOUR PROSPECTIVE CLIENT)

2

ANSWER THE QUESTION

3

TRY NOT TO WAFFLE

4

MAKE IT CLEAR WHAT'S IN IT FOR THEM

5

BE DIRECT

6

AVOID SWEEPING STATEMENTS

7

GIVE GREAT EXAMPLES

8

REMEMBER: LOOKS CAN KILL

9

JOG THEIR MEMORY

10

MAKE IT WORD PERFECT

YOU SHOULD

- Carefully follow the instructions
- Always tailor the proposal and the specific budget request based on your research into the funding body's priorities and guidelines
- Use 'declarative' rather than 'conditional' verbs
- Shorter is better. Keep your proposal tight and the details condensed
- Document the 'need' or 'problem' on multiple levels and be specific
- Proof read before submitting

Disclaimer: This document is not business advice. It is intended only to inform and illustrate. You should not act on the basis of any matter contained in this document without first seeking appropriate professional advice that takes into account your own particular circumstances. The Government of South Australia, its agents, instrumentalities, officers and employees: (a) make no representations, express or implied, as to the accuracy of the information and data contained in this document; (b) accept no liability however arising for any loss resulting from the use of this document and any information and data or reliance placed on it; and (c) make no representations, either expressed or implied, as to the suitability of the said information and data for any particular purpose. The Government of South Australia supports and encourages the dissemination and exchange of public sector information, and endorses the use of Creative Commons Licenses by its agencies. With the exception of the Piping Shrike emblem, images, and other material or devices protected by a trademark and subject to review by the Government of South Australia at all times, the content of this document is licensed under the Creative Commons Australia Attribution 4.0 Licence. All other rights are reserved. Where specific licence terms (such as Creative Commons) are applied to this document, those licence terms shall prevail over any inconsistent provisions in this statement. The Government of South Australia has undertaken reasonable enquiries to identify material owned by third parties and secure permission for its reproduction. Permission may need to be obtained from third parties to reuse their material. When using content from this document that is licensed under a Creative Commons Licence you are required to attribute the work in the manner specified in the licence (but not in any way that suggests that the Government of South Australia endorses you or your use of the work) and the Government of South Australia requires that you use the following form of attribution. The Government of South Australia, Grant Writing Tips, sourced on 17 March 2020 TheGrantsGuy. Please email feedback@tourism.sa.com to make an enquiry about the use of this document.