

Grants Writing Template

In preparation for applying for grants it may be useful to develop a *grants template* of your project and/or organisation. A *grants template* will develop a profile of who you are, what you do and what you would like to achieve. This process should clarify your aims and abilities and help you customize your applications without having to re-invent the wheel every time you decide to apply for a grant.

Record this information and update/refine to use and re-use for your grant applications.

This template should act a bit like a family photo album – recording the history, growth and achievements of your group. Use it as a reference tool.

Applying for grants – general advice

Try to enjoy this process; grant applications should reflect what is important to you, your group and your community. If you are excited about a project – demonstrate it in no uncertain terms! A good grant application should help you to define the merit, scope and intrinsic social value of your group and your project.

A grant application is a tool in itself – use it to identify strengths and weaknesses in your planning processes. If the application process is feeling arduous – ask yourself why, this may reveal an area of weakness in your planning.

And finally, use plain English – a good project is obvious and does not need to be dressed up with official bureaucratic language.

Template

Who are you?

Tell us about your group -

- Who is in your group?
- What is your annual budget?
- Why is your group exceptional and fantastic?
- What does your group do that no other group can?
- Who thinks your group is wonderful, indispensable and perfect?

Include -

- ABN
- Incorporation number
- GST status
- Annual reports
- Insurance/public liability details
- Mailing address
- Board member/committee member details
- Previous grants received
- When you were established
- Where you operate – link to social and demographic data available on Council website
- If you have a mission statement, logo or motto – tell us about it

Mapping and selling a project

Start with a previous project implemented by your group – summarise the *Who, What, Where, When and Why* of the project by using the following questions as prompts.

Use this summary as a guide for future projects and to understand what your group can do well, where it needs help, where it is developing and where it is excelling.

What are you doing?

Project description - tell us what it is you want to do and why.

- What sparked the idea for the project?
- Why is this project important to your group?
- What can your group do that no other group can do?
- What skills are owned/delivered/nurtured by your group and intrinsic to the project?
- What is the project budget?
- What will the project achieve?
- What resources will be required for the project?

Why are you doing it?

- Why is this project important to your group?
- Why should this project be funded?
- Why will this project benefit the community?
- Why is this project as or more important than other projects?

Where are you running the project?

- Where is the project going to take place? Why should **x** be done in **y**? (Use data to support your argument)
- Where will you promote your project?
- Where will you launch the project?
- Where will you coordinate the project?

Who will complete the project?

- Who will build it?
- Who will support the project – partners/sponsors/users?
- Who will fundraise for the project?
- Who will coordinate the project?
- Who will sell/advertise the project?
- Who will measure the project?

How will you complete the project?

- How will you raise funds for the project?
- How will you know if the project succeeded or failed?
- How will you know if your project is sustainable (will continue)?

When...?

- When will you start?
- When will you finish?
- When will you need to assess the project?
- When will you communicate with users/sponsors/supporters?
- When do you stop and congratulate everyone?