



Office
of Sport
Sport & Recreation



Writing a grant application

CONTENTS

- Prepare
- Plan
- Write
- Check
- Submit
- Tips and Key Messages

PREPARE

- Read the guidance notes and FAQ to self-assess if your organisation and/or project are eligible under the program.
- Consider how your project will address the criteria and how you will support this with some form of evidence.
- Register your organisation/project early.
- Start on your project application early in the application period.
- Have a thorough understanding of your project.
- Read the project assessment selection criteria thoroughly.

PLAN

- Work out your project timelines – ensure they are within the acceptable time period for the grant program.
- Prepare a realistic budget. Don't ask for too little or too much. Check that all budget items are eligible under the grant criteria.
- Identify the community groups that will benefit from your project.
- Source any documents that are required to be attached with your application:
 - Copy of landowner's consent where the project will occur on land that is not owned by the club (applicant)
 - DA or evidence that relevant development applications and consents are not required (e.g. correspondence from Council)

PLAN

NSW Asian Cup 2015
Legacy Fund.
THE PROGRAM OBJECTIVES

WHY IS THE PROJECT
NEEDED?

How will this project improve the quality and/or quantity of community football facilities.

How will the project provide opportunities for more participants to play more football, more often.

How will this project improve the football experience for players, coaches, administrators and spectators

How will this project improve safety at community football facilities.

How will this project increase security at community football facilities.

MUST address one or more of the objectives

WRITE

- Complete the application as fully as possible.
- Ensure financial information is as accurate as possible.
- Write clearly and succinctly.
- Don't exceed word limits.
- Attach all the required supporting documentation - Don't include documents that are not requested.
- You are able to work on your project submission over several sittings, so check information and make improvements before you submit your application.
- **Most importantly.... *Answer the questions!!***

CHECK

- Before submitting your application show it to someone who has no involvement/knowledge of your project.
- After they have read it, ask them to explain it to you – did they understand what you were asking for? If they were assessing this project, would they recommend for funding?
- If not, ask them to clarify what information you need to refine to enhance your application .. Chances are if they don't understand what you are asking for, neither will an assessor 😊



SUBMIT

- Submit your application before or on time as late applications are not accepted.
- Ensure that you have uploaded all required documentation
- Submit in accordance with the instructions
- When you submit your application, a .pdf copy of your application is sent via email. Keep this on file for future reference.

* Remember Murphy's law will apply and the network will shut down the minute you try to submit.



TOP TIPS...

- Preparation is not an option, it is *essential*
- Address the criteria/ answer the question
- Strengthen your need through evidence
- Don't assume prior knowledge
- Highlight the benefits to the wider community/others sports
- Ensure a cost effective budget
- Review your application
- Don't rush your application – give it the time it deserves.

