GOVERNMENT OF WESTERN AUSTRALIA

GOLDFIELDS ESPERANCE DEVELOPMENT COMMISSION



GOLDFIELDS-ESPERANCE DEVELOPMENT COMMISSION

Tips for Grant Writing Success.

Read more at:
www.gedc.wa.gov.au

The **Goldfields-Esperance Development Commission** (GEDC) has put together this handy guide, to use as a reference when putting together a grant submission.

Remember, we are available to talk in person, please contact us if you have any queries – we are happy to help.

Before you start

A lot of time and work goes into putting together an application for grant funding. Not only are there important questions to answer, but there are supporting documents to gather.

Before you go to the effort of completing a grant application, we encourage you to check that the funding program you are applying for is the **right one for your project**.

If it's not, we may be able to point you in the direction of programs that are a better match. If in doubt check the program guidelines or contact us for more information.

Ready?

Applying for funding is a competitive process, with limited funds available and many applicants seeking a share of the money. The better you can demonstrate how your project meets the program objectives and assessment criteria, the better your chance of success.

Before commencing you should read through the application form to make sure you understand the requirements and allow time to source the requested information.

We recommend discussing your project with our team of Regional Development Officers who are here to lend their support.

Create a "Grant Ready" folder:

- Brief description about your organisation.
- Details including ABN, contact and bank details.
- Information about your team/project team.
- Copy of your Certificate of Incorporation/Constitution.
- Copy of your current Public Liability Insurance.
- List of previous programs/initiatives with links to photos.
- Support letters or support letter template.

The Grant Ready Cycle



Tips

While there is no magic formula for writing grant applications, we hope the following tips help put you on track to writing an effective grant proposal.

Are you eligible?
As a general rule, funding bodies do not offer grants to unincorporated groups or private citizens.

Read the guidelines
Read the guidelines carefully so you know what is required. Make sure you address the key criteria, just as you would when preparing for a job application.

Allow sufficient time
Start early to give yourself enough time to create a compelling application. This is especially important if you are required to provide support material. Always send in the application by the closing date and in the manner specified.



Tips

Letters of support
Letters of support must be current and support the project for which you are applying for funding. Request letters sooner rather than later as this will improve your chances of completing the proposal on time. Make sure to attach them to your application.

Highlight the benefits
Frame your application to highlight how the project addresses the objectives of the funding program and achieves the funder's intended outcomes.

Know the funder's priorities
Do your research. Your project should support the key strategic priorities outlined in the program guidelines.

Tips

Be succinct
Use dot points or a table if necessary to convey information clearly and simply.

Never assume
Check if your application is clear to someone who knows little about your organisation or project.

Answer all the questions
Not answering questions may weaken your application or render it non-compliant.

Show value for money
Demonstrate how your project represents value for money and achieves specific outcomes in creative and innovative ways.

Keep within the limits
Only use the supplied forms and adhere to any word limits.



Tips

Balance the budget
Make sure the budget adds up and that figures are consistent throughout your application. Provide quotes where possible to verify items of expenditure and include ancillary costs such as signage, audit fees, freight costs, etc.

Be reasonable
Your request for funding should match the scale of the project and expected outcome/s in relation to the program objectives.

Consider other funding sources
Projects that include co-investment from your own organisation or from other sources will have a greater chance of success.

Check attachments
Make sure all requested documents are attached.

Remember...

Proofread
Get rid of errors, typos and bad grammar so they don't let down your hard work. Make sure you have answered all the questions and provided all requested attachments.

Sign it off correctly
The application must be signed by the organisation's authorised signatory, usually the CEO, Director or Chairperson.
If using a delegated authority be sure to include documented authorisation.

From Great Idea to Great Impact

Understand the challenge and design the right solution



Things to avoid

Avoid these pitfalls. Learn the common reasons why applications fail so that you can avoid making the same mistakes.

Eligibility is not met
If your organisation does not meet the required legal status or the outcome of your funding request does not align with the program objectives, then do not submit an application.

Funding programs have different eligibility requirements so read the guidelines to find out what requirements you must meet.

Objectives are not met
The guidelines provide valuable information about the program requirements and assessment criteria.

Make sure your project meets these requirements and that you address the criteria in your application.

Unanswered questions
Each question in the application form is there for a reason. Make sure you answer everything and if a question is not applicable, provide a reason. You may jeopardise your chances of success by leaving questions blank or not providing requested information.

Not leaving enough time
Your application will not be accepted after the closing date. Allow yourself sufficient time to write a compelling submission and don't leave it to the last minute to submit.

No co-contribution
Some funding programs require co-investment from the applicant's own organisation or through leveraged funds from other sources. As a general rule you will be more competitive if you can show that leveraged funds have been secured. Make sure this is reflected in the budget and where possible provide evidence.

Not using 'Plain English'
Most funders receive more applications than they have money to give, so make sure your application is clearly understood. Keep technical terms and jargon to a minimum.

Budget is incorrect
Figures that don't add up, project budgets that are missing essential items of expenditure, and/or unsupported claims may jeopardise your application.

If you are unsure about the budget requirements, contact the funding body and ask for clarification.

Attachments not provided
If you have difficulty uploading documents or providing the required information make sure you provide an explanation or seek advice from the funding body.

Unauthorised signatory
If the incorrect person signs an application it may be deemed ineligible. Usually the most senior authority in the organisation, such as the CEO, Chairperson or Director must sign grant applications and acquittals. If your organisation has delegated authority you should provide evidence that the signatory has the authority to sign.

Previously successful REDs grant recipients

Thanks to
$60,000
REDs Funding





Yirri Grove Olive Oil

could expand their restaurant dining space and olive oil production area to **capitalise on new tourism offerings**

Thanks to
$235,000
REDs Funding





Kai Rho

purchased a dual cab grader for civil projects to **upskill skilled grader operators & create local jobs.**

Previously successful REDs grant recipients

Thanks to

$129,000

REDs Funding





Bread Local

purchased equipment and facility upgrades to increase production and expand the product range, **catering to increased visitors to the region.**

Previously successful REDs grant recipients

Thanks to
$250,000
REDs Funding





Leeson Electrical

could expand operations, **to focus on renewable energy solutions for the region.**

Thanks to
$105,000
REDs Funding





Eastern Goldfields Historical Society

created the Kanowna Historic Site and Heritage Trail, **providing a new heritage tourism experience.**

Previously successful REDs grant recipients

Thanks to
$149,328
REDs Funding





Southern Sardines
were able to diversify new products to supply restaurants, supermarkets and wholesale markets, **boosting local employment in the regional fishing industry.**

Thanks to
$240,000
REDs Funding





Empowering People In Communities
to expand a cafe offering practical, hands-on training programs in hospitality **for people with disability.**



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For further information on the RED Grants Program and future grant rounds, contact the GEDC Grants Team on 9080 5000 or email grants@gedc.wa.gov.au

Read more at:

www.gedc.wa.gov.au