

## GRANT WRITING TIPS

### So... you want to write a grant application?

The most important parts of any grant application are;

- a clear project title,
- a balanced and reasonable budget,
- a project plan - the what, why, how, who, when and where,
- a timeline of all tasks required for the project,
- a method of evaluation for your project, and
- a concise, realistic project summary demonstrating the need for the project.

Below are ten things to remember when preparing a grant application.

### 10 QUICK GRANT WRITING TIPS

1. Read the guidelines before commencing your application.
2. Tailor your application to what the guidelines ask for. For example, include only the number of pages allowed, type the application if requested.
3. Balance your budget. Offer a good return on the investment in your project.
4. Support material should add value to your application. Don't include things that aren't relevant.
5. Letters of support (in-kind confirmations or principle support) should reflect the 'scope' of your project. Partners or in-kind contributors typically provide letters of support or letters of confirmation.
6. Do not use jargon, abbreviations, acronyms or terminology that may cause confusion.
7. Seek clarification from the funding body if you're unsure about any questions.
8. Double-check how many copies of your application the funding body wants.
9. Get your application reviewed by an experienced peer, local arts organisation and/or peak body such as Youth Arts Queensland.
10. Keep a copy of the fully signed application for your records.

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*If you require any more information regarding this fact sheet please contact Youth Arts Queensland on (07) 3252 5115 or email [info@yaq.org.au](mailto:info@yaq.org.au).*