

## Tips for Writing Effective Grant Applications

- Make sure you and your club take the time to understand what is being offered by the grant and how it can benefit your club.
- Review the grant guidelines to ensure your club is eligible and can meet all of the criteria and conditions.
- Ensure you provide any supporting documentation that is required as part of the application.
- Utilise everyone that can help in the club. If you need financial information, contact your treasurer. If you need to know how many members you have, contact your registrar or relevant person.
- Ensure you can meet the grant application deadline.
- Identify someone in your club with good writing and communication skills who can help prepare the application.
- Clearly define your project, its purpose, and benefit to the wider community relative to the grant. If the purpose of the grant is to engage children with a disability to play cricket then the project definition should reflect this and not simply say to increase participation at our club.
- If your project involves building a new facility or upgrade of an existing facility, the application process may request:
  - Photographs of the facility.
  - Locality map, sitemap and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
  - Written confirmation of financial commitments from other sources including copies of council minutes.
  - If a club is contributing financially then evidence of its financial position may be required.
  - Written guarantees from suppliers of the product that clearly identifies the product's life expectancy.
  - Itemised project cost for components and identified on the relevant quote for each
  - For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply
- Depending on the project, you may need to seek letters of support from:
  - Local schools
  - Local mayor or Councillors (which therefore is great when applying for local council grants)

- State and Federal Members of parliament
  - Local clubs and other community organisations sharing the same facility
  - Police
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- Identify who will prepare, source or collate each piece of supporting information
  - Check that all spelling and grammar is correct
  - Ensure your finished application is reviewed and proofread by somebody other than the author.
  - Lodge application before due date if possible.