

How to write a grant application

Writing an effective grant application can be difficult, but the following steps will help ensure your project is eligible before you begin, as well as developing the best case for why it should be supported.

Step 1: Check that your organisation is eligible to apply

Check your organisation is eligible to apply for a grant by reading the [Community Grants and Donation Policy](#), and check the eligibility and exclusion criteria before starting an application.

Contact the Community Grants Officer for further questions on 9366 3671 or grantsanddonations@bayside.nsw.gov.au

Step 2: Prepare your application

When preparing your grant application, make sure to:

- Confirm the evidence or supporting documents you need to include
- Review application guidelines and policies before you draft your application

Step 3: Research how much your project will cost

Research the cost of your project before writing grant application and project plan by getting quotes for all components of your project

Also consider what other funding sources are available and include this in your grant application.

Other funding sources could include:

- Other government departments (state or federal)
- Other local councils
- Members of parliament
- Philanthropic organisations
- Local businesses
- Volunteers
- In-kind contributions

Step 4: Writing your grant application

Define the following themes when writing your grant application:

- The people who benefit from the project
- What you hope the project will achieve
- How the project matches the aim of the community grant.

Try to also answer these questions when defining the above themes:

- Who will your project target?
- What will your project achieve?
- When will your project commence?
- Why is your project important?
- How will you run your project?

Step 5: Writing your project plan

Include the following information when writing your grant project plan:

- What the project aims to achieve and who it benefits
- Why the project is needed with supporting evidence
- How the project will be completed, with a realistic timeframe
- How success will be measured and evaluated
- A detailed budget
- Letters of support from key stakeholders in the project