



GRANT WRITING TIPS



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Grant writing is becoming an increasingly popular practice for local community clubs and an important one to secure funding for projects that your club is undertaking. With the increase in popularity and an increase in clubs applying for grants, it is becoming a lot more competitive.

Applying for a grant is like applying for a job - you need to be prepared!

When writing a grant application, try using the 'GREAT' process below:

- G** Get organised
- R** Read carefully
- E** Evidence
- A** Act with a smile
- T** Tackle in bits

Pre-grant: Get organised

KNOW YOUR CLUB

- Provide a **brief description of your club**, include a timeline of historical events and important club milestones.
- **Tell your story** - make it stand out from other applications.

UNDERSTAND YOUR CLUB

- Know your **club demographics, breakdown of members, their ages and participation trends**.
- Give the grant assessors a **quick snapshot of your club** - stand out by displaying this in a graph or infographic

OPERATIONAL HEALTH CHECKS

- Conduct regular **Operational Health Checks** to understand how your club is progressing to achieve future goals
- This could assist you in determining which grants to apply for.

PICTURES

- Have a **library of pictures** that can be used throughout the grant application - a picture can tell a thousand words!
- You will need to ensure you have proper consent to use the photos. Make sure you have obtained consent forms from parents or participants prior to using them.

Grant priorities

Prioritise projects and write one grant application at a time. By prioritising a project and picking the most achievable grant, you are more likely to be successful. Writing a grant is a team effort, involve members of the club and create a grants subcommittee of at least three. Nominate one person to pull the entire grant application together.

CLUB GOALS

- Read the guidelines and FAQs carefully.
- Does your project fit the criteria? If it doesn't, move on. If it does, underline any important words in the grant guidelines. Put the words into practice, use the underlined words to answer the questions.

CONTACT THE GRANT PROVIDER

- Call the grant provider and ask them if you are on the right track and if they are able to give you feedback on a draft copy.
- Give the grant provider enough time to read and provide feedback so that you can then make any necessary adjustments before submitting the application.



EVIDENCE

- Include attachments as evidence. This may include:
 - Photos from your library
 - Support Letters from Council, Tennis Victoria and Community Partners
 - Other relevant documents that will enhance your application

REVIEW

- Reflect and review the document, get it checked off by the committee and submit well before the due date if possible.

Post-Grant

If you are successful - fantastic, celebrate the success and THANK your volunteers and the grant provider. If you are unsuccessful - ask the grant provider for feedback; where did you go wrong? Where can you improve?

Regardless, keep an eye out and keep applying for grants relevant to your club's needs.

How can Tennis Victoria help?

We can assist with the writing process and provide advice on what to include within your application.

Further information and tips is available on The Clubhouse.

Find your Club Development Officer at tennis.com.au/vic/about/staff.

