

GRANT APPLICATION TIPS



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TOP 5 TIPS

FOR SUCCESSFUL GRANT APPLICATIONS

Being awarded a grant can boost the outcomes delivered by the successful organisation to their communities or other stakeholders. Grant writers play a vital role in securing a portion of the many millions of dollars in grants available in Australia annually, sourced from corporations, government bodies, and philanthropic entities. If grant writing is on your radar but you don't know where to begin, here are our 5 tips to get your grant application off to a flying start.

1

GET FAMILIAR WITH EVERY DETAIL OF THE GRANT APPLICATION AND PROCESS

Grant applications can be complex and intricate. They often have several components. There are the questions you must answer, a project plan to prepare, and the budget to set out. You also need to describe the expected outcomes.

Before starting your application thoroughly review all the grant information. Understand every requirement, including page or word limits and submission deadlines. It's crucial to comply fully with these requirements. You may need to collaborate with colleagues or external consultants, such as accountants, so it's wise to be prepared.

2

'WHY' – EXPLAIN YOUR PURPOSE

Identify the core purpose of your project, program, or initiative. Begin by summarising in one sentence what the grant will fund and why it matters. This will give you clarity. Your application must articulate a compelling rationale for the funding and the expected outcomes of your initiative. Additionally, align your proposal with the funding organisation's goals and assessment criteria, particularly if it's a government grant, to show how your project will fulfil their objectives.

3

PAY ATTENTION TO ALL THE DETAILS

Your grant application should detail why your project is essential, your methodology for the delivery of the project or initiative (that is, what you propose to do and how you will do it), who will deliver it, where, and over what timeframe, the expected outcomes, the budget and how you will spend the funding, plus your tools for measuring its success.

Ensure your budget includes all sources of income and all costs, in line with the grant guidelines. Check carefully and exclude any costs that the grant doesn't cover.

4

WRITE CLEARLY

Consistency is key in grant writing. Ideally, one person should write the application to maintain a unified style. Write clearly and concisely, making your points quickly to facilitate the assessors' understanding. Use bullet points and subheadings. Use terminology from the grant information, and weave a compelling narrative about your project. Back your claims with research such as data and statistics. Clearly demonstrate how your project aligns with the grant objectives.

If there are word count limits, stick to them! They are there for a reason and going beyond these may mean that your application is not assessed.

Do you need help with your grant applications? Engage with our skilled grant writers, editors, and proofreaders.

We will ensure your grant applications are thoroughly polished and positioned for success.

5

REVIEW AND REVISE

After drafting your application, have someone unfamiliar with the content to review it. After their reading of the draft they should understand the project's purpose, significance, delivery, and expected outcomes. Their feedback should focus on content clarity, narrative engagement, and any grammatical errors.



Contact Proof Communications

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YOUR GRANT APPLICATION CHECKLIST

To help you identify if making a grant application is right for you, here is our grant application checklist.

	Yes	No
1 Have you carefully read all the grant application documents?	☐	☐
2 Can you meet all the criteria?	☐	☐
2.1 Does your organisation meet the eligibility criteria?	☐	☐
2.2 Does your planned project meet the grant assessment criteria?	☐	☐
3 Can you explain your initiative in one sentence and why it is important?	☐	☐
4 Do you have data to support the need for the initiative?	☐	☐
5 Do you have data to support the anticipated outcomes?	☐	☐
6 Have you developed a budget for the funding expenditure?	☐	☐
7 Do you need input from colleagues or external organisations?	☐	☐
8 Do you have enough time to write the grant application?	☐	☐
9 Does your organisation have the resources to deliver the project, if the grant is awarded?	☐	☐
10 Do you need to include supporting information:	☐	☐
10.1 Accountant's letter?	☐	☐
10.2 Organisation's financials?	☐	☐
10.3 References?	☐	☐
10.4 Detailed budget?	☐	☐
11 Do you have someone available to write the application?	☐	☐
12 Do you have someone available to review the draft grant application?	☐	☐