

# Tips for grant applicants

## Read and refer to the grant guidelines (thoroughly)

Make yourself familiar with the City's grant guidelines to ensure that your initiative or event meets the criteria of the grant category you are applying for. If you are unsure, please contact the grants team on 9792 7033 to clarify.

## Preparation is key

- Start your planning early and be aware of your timeline.
- Source your supporting documents and invoices as early as possible.  
*(we understand this can be challenging in advance, but if you obtain one to give you a base figure you can always get a more accurate one closer to the date)*
- Be aware of key dates and times
  - Closing date and time of rounds
  - When grant agreements are required to be returned by.
  - When the acquittal is due
- Have a contingency plan in place – would you be able to deliver your initiative or event if you do not receive the full funding requested or the application is unsuccessful?
- The quality of your application is highly regarded and may influence the position of your submission on the scoring matrix against other applicants in the round.

## Build a rapport with the City (or any funding body)

- Call and discuss your initiative/event and your plan with the grants team or other funding agencies.
- Maintain regular contact with the City.
- Consider ways to include other organisations in your proposal and how they can contribute. (in kind, letters of support or financial sponsorships).
- Research the funding body and previous grant recipients list. This will give you an idea where previous grants have been awarded and what the funding agency may be looking for.
- It's a good idea to align your proposal towards the strategic goals and objectives of the funding agency.

## Determine your “why” for applying

- Identify “why” you need the funding and what are you trying to achieve.
- Identify how this money will help you to make a significant impact to the community.
- Can you address the goals/outcomes you intend with the funding?

## Differentiate yourself from the other applicants

- Include something in your application that is unique or different to differ you from applicants that are of a similar nature.
- Use key selling points to emphasise your application – achievements, successes, projections.
- If you have applied previously for the same initiative/event, consider ways to revamp your application and make it unique.

## Writing your application

- Write your application clearly and thoroughly using concise wording and avoid jargon.
- Include a clear description of what exactly you require the funding for.
- Write your application as if the person assessing it has not seen or heard of your proposal or organisation.

## Balance the Budget

Be thorough in your budget preparations. Income is all forms of money coming in and expenditure is all expenses related to the initiative/event.

- Make sure that your calculations add up correctly
- Include the matched funding (if applicable)
- List other funding sources (please indicate if they are confirmed or unconfirmed)
- Provide quotes and verify against your expenditure.
- Consider a buffer in your budget for unexpected cost rises or things you may have forgotten.

## Consider other funding sources

- Look at applying to other funding sources as applicable – the more you have, the stronger your application.
- Be proactive and engage with organisations to form partnerships and collaborate with.
- Consider sponsorships as an alternative option.
- Don't be afraid to list these funding sources by name on your grant application.

## Local suppliers

Try utilise local suppliers where possible. This will support the Bunbury community and look favorable in your application.

## Access Grant Finder and join our mailing list

Keep ahead of upcoming grant opportunities by accessing our Grant Finder platform [bunbury.grantguru.com.au/](http://bunbury.grantguru.com.au/) and joining our mailing list, email [grants@bunbury.wa.gov.au](mailto:grants@bunbury.wa.gov.au) to sign up

## Evaluation/Post Event

- Don't forget to evaluate – once the initiative/events has been completed, that is not the end. Evaluate using a SWOT analysis to identify and plan for future initiatives/events.
- Ensure you access the acquittal report and survey template on Smartygrants to help you plan the evaluation of your application.