

## Writing a Successful Grant Application

**No one can guarantee that an application for grant funds will be successful. The following tips, however, may improve your chances for getting the funding you need.**

### **1. Do Your Research**

Before you apply for funding, have a good idea of exactly what your project entails, whether it fits with your organisation's mission, what it will cost, and the benefits it will offer. Make sure you have the time and resources to accomplish the project, and identify timelines, milestones, and the people who will be involved.

### **2. Start Early**

If you have a project coming up, start looking for and apply for the grant early enough to ensure funding is in place before you start. Funding can take a long time to secure, so don't wait until the last minute.

### **3. Find the Most Appropriate Grant Programme**

Search for the grant programme that best fits your project. The CSW website publishes a large number of funding schemes suited to all kinds of sport organisations, for-profit and non-profit, large and small. Don't just focus on how much the grant offers; make sure your project and the grant purpose are a good fit – not doing so is the quickest way to not getting the funding you need.

### **4. Read and Understand the Requirements**

Read and understand the grant programme rules and criteria, and ensure that your organisation is eligible for funding through the scheme. Identify all required contributions, such as a business plan, budget and costing, matching funds, specific resources, etc. Make sure you have the time and resources needed to pull together all the required information. Applying for a grant can often take much longer than you may think, so account for any people hours and skills it may require before you start.

### **5. Talk to People**

If you can, try and talk to people involved with the grant programme who can give you some advice and tips on how best to be successful – or things to avoid. Be careful not to lobby them in support of your project and stay focused on specific issues and questions regarding the application. See if you can find people who have already been through the process and received a grant. They may have valuable experience and tips to share with you.

### **6. Create a Draft**

If possible, create a draft of your application. Although many grants are now on-line, you may be able to download the template and recreate it in Word. This will allow you to draft your application and have it reviewed by your peers before it is submitted. While it is best to type your application, hand-written applications may be allowed as long as they are legible.

## **7. Give the Information Needed**

Be clear as to your project's goals, whether it meets demonstrated needs, and the benefits it will offer. It may also help you to obtain letters supporting your project from local agencies and community members. Be clear as to why the project requires funding; many agencies will not reward grants if they think you have alternative funding sources. Try to show how your project meets the funding agency's objectives and mission. Make sure your application meets all the grant requirements, and answer any questions that may arise from your application. While some reviewers may come back to you to have queries addressed, others will not and you will lose your chance at funding. Try and avoid the use of technical terms or jargon that a reviewer may not understand. Have someone unattached to the project review your application once it is complete to see if anything is unclear – and to check for typos!

## **8. Do Your Financial Homework**

If the grant requires evidence of matching funds, make sure these are in place and secured or that you can prove these funds will be available before the project takes place. Have a realistic and sound budget prepared, and have evidence to support any cost estimates included in the application. Take note that you may also need to submit a business plan. Double-check all figures and budgets before the application is signed and submitted.

## **9. Check all the Boxes**

Many applications will have a variety of areas and check boxes to fill in. Go through them carefully and make sure all boxes are ticked off before signing and submitting the application.

## **10. Don't Jump Ahead**

Most grants are rewarded for projects that are not yet in place, so don't start the project before you receive confirmation of the funding award. If you start early, the funding agency may decide that you didn't really need the additional funding after all.

## **11. Submit on Time**

Check the submission deadline and requirements before you start, and keep a close eye on deliverables to make sure you can submit the document in time. Make sure you understand specific requirements, such as file size and type, before you submit. Have the appropriate people sign the application.

## **12. After Submission**

Keep a copy of your submission for your records. If allowed by the funding agency, follow-up with them to ensure they received the application and that everything is in order. Check as to the status and evaluation of your application and the expected decision date. Ask for feedback on the application.