



REGIONAL
ARTS
DEVELOPMENT
FUND

Top 10 tips

to help you write a grant application

Being organised is the best way to start

1 Establish a **project plan**, ask:

- **What** are you proposing to do?
- **Why** does this project need to happen?
- **What will change** because of this project?
- **How** are you going to achieve this?
- **When** are the key dates and milestones?
- **Where** are the main activities involved in this project?
- **Who** is involved in the project? Do they have the skills to make it happen?
- **What are the costs** involved?
- **How will you** measure success?

2 **Research** and **gain evidence**

- **Who has done this type of project before?** Talk to other artists and artworkers and learn from their experiences.
- **What are the statistics** that support the need or benefit of your project?
- **Are any permissions required?** E.g. consent from owner, planning approvals, permits.
- **Are you able to justify a community need** for this project/activity?

3 Find **more than one funding source**

- **Funding is competitive**, it is not wise to rely on a single funding source.
- **Research** what organisations fund the type of project you are planning? What are their priorities?
- **Consider various opportunities to generate income.** E.g. fundraising, sponsorship, crowd-funding, ticket sales, membership fees, etc.
- **Be brave and creative** look for mutually beneficial partnerships.
- If you are part of an organisation, **share the responsibility** for grant seeking.

4 Get to **know your funder**

- **Download and read the relevant guidelines.** What are the assessment criteria?
- **What types of projects** they have funded in the past.
- Make sure your **organisation and proposed project is eligible.**
- **Read the application form** and understand what is required.
- Do the **funding deadlines and outcome notifications line up** with your project?

You are now **ready to apply**

5 Be **clear and concise**

- Refer to your **project plan** and summarise what you are going to do.
- Remember an assessor will have many **applications to read through**, so use clear, concise language, direct and to the point.
- **Stay relevant** and avoid fancy jargon or vague 'feel good' declarations.
- Write a **reader friendly application**.

6 Be a **great communicator**

- **Tell your story** and let your passion shine through.
- **Stand out** by selling yourself and why your project is important?
- **Show that you can do it** by providing examples of previous projects and experience.
- **Don't assume** the assessors already know about you/your organisation and the work you do (provide an attachment if needed).
- **Have someone proof read** your application.

Type a draft of your responses in a Word document to utilise the word count and spellcheck functions.

7 How are you going to **fulfil the funder's requirements**

- Consider **how you will achieve** the priorities listed by the funder.
- **Use headings** to ensure you address all relevant requirements.

8 **Support** your application

- **Attach letters of support** from community and/or any project partnerships.
- **Provide quotes** for any items you are seeking funding for.
- **Attach evidence of in-kind support** E.g. correspondence from other artists or volunteers that will be involved in the project/activity.

9 Prepare a **detailed and accurate budget**

- **Include all costs** related to the project.
- **Check what items are not eligible** as outlined in funding guidelines.
- When required, **list all sources of income** including ticket sales sponsorships and your own in-kind contribution.

Make it realistic.

10 **Don't leave it to the last minute**

- Check application **closing date and time**.
- **Allow time** to gather all requested information.
- **Allow time** to revise and ask questions.
- **Submit before the deadline**.

Contact the RADF Officer if you require support.



Queensland
Government



The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Bundaberg Regional Council to support local arts and culture in regional Queensland.