

Community Grants - Tip Sheet #1

Languages and Resources

- Consider who is the best person in your organisation to prepare a grant application. Find someone in your organisation who understands your organisation's objectives and vision, has some experience in preparing grant applications and/or sponsorship proposals, and good writing skills. You could even ask someone in your community who might be able to assist your organisation with your application.
- Decide on what you are seeking funds for and develop a strong project idea that meets the grant criteria (ensure you have read the application form thoroughly and meet all criteria). Check your project idea is relevant and needed by your community.
- Tell your story. Let the funder get excited about your project. Provide background information on your organisation or group and clearly and concisely outline your project aims and objectives. Outline how your organisation will meet the objectives, how the expected outcomes will benefit the wider community and how you will get your community involved in your project.
- Provide a concise timeframe to implement your project and ensure it aligns to the grant timeframes. Be realistic and allow time for evaluation.
- Provide information on how you will evaluate the community impact of your project. What are the benefits to the community?
- Avoid jargon and explain acronyms to avoid any confusion or misunderstanding for the grant reviewer.
- Produce evidence by supplying up to date data and research to support your project claims. If you are replicating a project, but in a new area, provide information on previous impact. You can find information about suburbs in the City of Armadale Demographics Insight Booklet available on the City's website armadale.wa.gov.au
- Provide quotes for materials and equipment. This adds credibility to your budget and demonstrates that you have thoroughly planned for the financials of your project.
- Provide letters of support. This shows your capability of working in partnership with other groups and adds credibility to your application.
- Can your organisation partner with another local group to undertake the project? Partnerships are highly regarded and show that funds will benefit more people.
- Ask someone to proofread your application prior to submission. Errors in your budget, spelling, grammar and punctuation reflect poorly on your organisation and should be avoided.

The City of Armadale provides funding to groups so that as many residents as possible can benefit from an active and engaged community. By showing how your project will improve people's lives, you are adding to the vibrancy of your community and making your neighbourhood a great place to live!

