



NEW SOUTH WALES  
ABORIGINAL LAND COUNCIL

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Photo credit: Terrie Milgate, Trangie LALC

NSW ABORIGINAL LAND COUNCIL

# TIPS FOR SUCCESSFUL GRANT APPLICATIONS FOR LALCS

*This document has been prepared by the NSW Aboriginal Land Council (**NSWALC**) and aims to assist Local Aboriginal Land Councils (**LALCs**) to write and prepare successful grant applications by outlining key steps, considerations and tips for success. It provides general information and is not specific to a particular program. While all care has been taken in the preparation of this document, it is not a substitute for independent advice or consideration of the issues. The information herein is current as at March 2018.*

## INITIAL PREPARATION STAGE

- Read the application guidelines carefully.
- Decide if it's the right grant program for you.
- Be clear about what the funding body is willing to fund.
- Ensure you meet the eligibility criteria for the grant.
- Ensure you understand the assessment criteria.
- Start your project application early.

## BACKGROUND RESEARCH STAGE

- Find out all you can about the grant program and funding organisation.
- Review successful grant projects, and learn what they did well.
- Ask questions and clarify any issues you may have about the grants program with the grant maker.
- Look into organisations that have carried out similar projects, and learn from their successes.
- If you're trying to get a community project off the ground, find out as much as you can about the local community and your target constituency and be able to demonstrate this in your application.

## PROJECT PLANNING STAGE

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- Develop a clear picture of the project you'd like to carry out including who will benefit, what is going to happen, where, why, when, how much it will cost and how the project will be evaluated.
- Dream big, but be realistic.
- Ensure that you have strong community support for the proposed project .
- Ensure that your LALC's Board is aware of and supports the project.
- Be clear about who is going to manage the project, who is going to implement the project, and how the various roles and responsibilities will be divided up. Consider whether specialised skills are needed or additional people to carry out the project eg. volunteers.
- Make sure any supporting documents are collected early on in the application period.
- Work out your project timelines.
- Prepare an accurate, detailed and realistic budget and justify your proposed budget with quotes.
- Be upfront about potential risks (eg. Financial, organisational, seasonal) and conflicts of interest and how they will be managed.
- If it will strengthen your project, build partnerships.
- Think carefully about how you will evaluate the success of your project.
- Think carefully about how you will maintain the project outcomes over the long term.

## WRITING-UP STAGE

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- Work on your application over several sittings
- Ensure that you read and follow the guidelines and instructions carefully.
- Clearly demonstrate how your proposed project fits in with the funder's priorities.
- Identify the key terms and concepts used by the grant maker, and use them in your own application.
- Ensure that you answer all questions directly and sufficiently.
- Don't underestimate the importance of a good project title.
- Focus on your project description, since the project you're seeking funds for is the whole point of your application.
- Think about the story you want to tell.
- Be intentional about how you build the case for funding support .
- If permitted, include visual information in your application where relevant.
- Make sure that each part of your application aligns with every other.
- Write your grant proposal with a positive tone.
- Write clearly and succinctly.

## REVIEW AND REVISION STAGE

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- Make sure you've followed all instructions and completed all the required sections of the application form.
- Proof read to check content, style, tone and flow, and for typographical and spelling errors.
- Double-check your budget, formatting and contact details you've entered.
- Make sure your application has all the required attachments and supporting documentation.
- Ask someone who knows nothing about your proposed project to review your application, and check whether they've understood everything you wanted to get across.

## SUBMISSION STAGE

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- Ensure that you have the appropriate authority to submit the application.
- If submitting electronically, check the file size and any limits set by the grant maker.
- Aim to submit early to allow for any unforeseen issues.
- Submit the application as per the guidelines set by the grant maker.
- Keep a complete copy of your submission for your own records.
- Check that your submission was received.

## POST-SUBMISSION STAGE

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### 1. If you do get funded...

- Understand and become familiar with the terms and conditions of funding.
- If anything changes that affects your project, let the grant maker know as soon as possible.
- Know the benchmarks that the grant maker will use to evaluate your project's success.

### 2. If you don't get funded...

- If possible, ask for feedback.
- Look for other suitable grant programs.
- Decide whether you can re-work or refine your application for future grant opportunities.

## MORE INFORMATION

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To discuss information contained in this document or additional resources that LALCs may find helpful please contact the NSWALC Program Implementation Unit on (02) 9689 4444 or [grants@alc.org.au](mailto:grants@alc.org.au).



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