Here are 10 tips for grant writing. The most important tip of all: READ THE GUIDELINES very carefully.

Tip 1   **Be prepared.** Most of your work should occur before you choose a grant to apply for. Have your project plan and/or business case ready prior choosing a grant to apply for. Start grant applications at the start of the grant round.

Tip 2   **Don't start if you can't finish.** Ensure you can meet all eligibility criteria, co-contribution and land tenure requirements and key dates. You must be able to answer *all* questions and provide all necessary detail relating to the questions. Ensure that you have a way of measuring your progress towards your goals. You will need to report on this later.

Tip 3   **Tailor your application for the grant provider.** Ensure your project fits with the priorities of the agency, find examples of projects they have previously funded and that the amount you are asking for is within the realm of previous projects. Take note of the language the grant provider uses and use the same key words when answering questions.

Tip 4   **Demonstrate a need.** Ensure your organisation and external stakeholders support your project. Show evidence of community consultation. Ask for letters of support and draft them yourself.

Tip 5   **Paint a picture.** Don't make assumptions that the funder knows anything about your project, community or region. Use photos where possible.

Tip 6   **Use simple, concise language.** Don't assume any technical knowledge. Do explain technical terms. Do explain processes. Do stick to word limits. Don't use acronyms.

Tip 7   **Provide evidence.** Use facts, figures or anything else that supports your claims and cite your sources. Some of these may include:

- Letters of support
- Statistics and economic data
- Research reports
- Supporting government policies

- Economic analyses / Cost Benefit Analysis
- Permit's / Lease agreements
- Design & Construct Documents

Tip 8   **Do your calculations.** Don't inflate or overestimate budgets but ensure all costs are included (marketing, administration, in-kind, etc). Ensure that your income and expenses are equal. Obtain quotes (ideally 3) as evidence, where possible. Be specific about what the funds are requested for.

Tip 9   **Be passionate.** Allow the passion for your cause to shine through and offer positive solutions to the challenges. If it's boring to write, it will be boring to read.

Tip 10   **Review.** Proofread the application for spelling or grammatical errors. Have someone not involved in the project read your application to check that it is easy to understand. RDA NT can do this for you.