



TOP TIPS FOR GRANT WRITING

Below are some tips and suggestions for completing applications for grants. These tips are also usable for any grants you may wish to apply for in future from various organisations and should help put your applications in the best light possible:

- Sell your club and what you do – imagine you are in an elevator and you have 30 seconds to tell someone about your club – keep it concise
- Be specific – be very clear in what you are applying for and why and try not to ‘waffle on’
- Understand what the funding is for and ensure you meet the eligibility criteria
- Use data that you have available as a club e.g. number of members, workforce, teams, reach into the community
- Grants are often an opportunity to showcase what you have done as a club previously – this demonstrates the ability to be able to coordinate any funding that maybe awarded to you
- Be clear financially – it is important that you know your financial situation as a club and explain this clearly in writing (sometimes financial documents are required as proof)
- Detail any relationships you may have with other organisations that can help – it is not enough to say ‘we have relationships...’, you need to detail who they are with and what activity has taken place between yourself and other organisations
- Research the organisation you are applying to – look at strategies and business documents and use how you can help them meet their targets
- Can applications be joint with another organisation and a new relationship developed?
- Have specific documents at hand – model constitutions, finances, development plans/strategies – a number of grants may ask for these documents
- Contact your Active Partnership – they may be able to offer some support in your bid writing - <https://www.activepartnerships.org/active-partnerships>
- Can you be innovative in your approach to the application – can you submit photos, videos, case studies, presentations?