

GRANT WRITING TIPS

Tips for grant writing success



You want your grant application to stand out and be successful - so do we. That's why we've created this practical guide to help you prepare a strong submission.

Use this guide when developing your application, and remember our team is here to help. If you have any questions or would like to discuss your project in person, please get in touch.

Before you begin

Preparing a grant application takes time and effort, from gathering supporting documents to answering detailed questions. Before you get started, make sure the funding program is the right fit for your project.

If you're unsure, check the program guidelines or contact the GDC team. We can help you determine the best program for your project or suggest other opportunities that may be a better match.

Getting started

Grant funding is competitive, with limited funds available. To give your project the best chance of success, clearly show how it aligns with the program's objectives and assessment criteria.

Before you begin, read through the application form carefully so you understand what's required and allow enough time to gather all necessary information. It is strongly recommended that you speak with one of our Regional Development Officers about your project before submitting your application. Our team is always happy to provide guidance and support as you prepare your submission.

For more information, contact:

Gascoyne Development Commission

Phone: (08) 9941 7000

Email: info@gdc.wa.gov.au

www.gdc.wa.gov.au



Tips Sheet: The Do's

Writing a competitive grant application takes time, planning and attention to detail. While there's no one-size-fits-all approach, the following tips can help strengthen your submission and improve your chances of success.



Check your eligibility

Before you start, make sure you are eligible to apply. Most funding programs only accept applications from incorporated entities rather than private individuals or informal groups.



Understand the guidelines

Take the time to read the program guidelines thoroughly. They outline what funding is available, what types of projects are supported, and how applications will be assessed. Make sure you address the key criteria, just as you would when preparing for a job application.



Give yourself time

Strong applications aren't rushed. Begin early so you have time to gather supporting material, quotes, and letters of support. Submit your application by the closing date and follow all instructions in the grant guidelines.



Seek letters of support early

Letters of support can strengthen your application, particularly when they demonstrate local partnerships or community backing. Request them well in advance to avoid last-minute stress, and make sure they relate directly to your proposed project.



Align your project with program objectives

Clearly demonstrate how your project aligns with the program objectives, and how it will deliver positive outcomes for your organisation and community.



Be clear and concise

Keep your responses short and relevant. Use plain language and, where helpful, include tables or bullet points to make your application easy to follow.



Demonstrate value for money

Explain how the funding will be used efficiently and what impact it will achieve. Provide quotes and realistic costings, and ensure your budget balances.



Prepare a balanced budget

Ensure your figures are consistent and accurate. Include all relevant costs such as freight, signage, or audit fees.



Consider other funding sources

Projects that include co-investment from your own organisation or from other sources will have a greater chance of success.



Be reasonable

Your request for funding should match the scale of the project and expected outcome/s in relation to the program objectives.



Never assume

Check if your application is clear to someone who knows little about your organisation or project.



Attach the right documents

Check that all required attachments are included and up to date. These may include your ABN, financial statements, insurance details, or relevant approvals.



Answer all questions

Incomplete applications may be considered non-compliant or assessed less favourably.



Review before submitting

Proofread carefully to remove errors and ensure all sections are complete. Ask someone unfamiliar with your project to review it — they should be able to easily understand what you're proposing and why it matters.



Sign off correctly

Make sure your application is signed by the appropriate authority within your organisation. If someone else is signing on their behalf, provide written confirmation of their delegated authority.

Tips Sheet: The Don't's

Don't let small errors undermine your hard work. Understanding why applications fail can help you avoid the same pitfalls and strengthen your submission.

1

Eligibility not met

Before applying, confirm your organisation meets all eligibility requirements and that your project aligns with the program objectives. Each funding program has different criteria, so always read the guidelines carefully before proceeding.

2

Objectives not addressed

The guidelines outline the outcomes and assessment criteria. Clearly demonstrate how your project delivers against these objectives to ensure assessors can see its relevance and value.

3

Unanswered questions

Every question on the application form is important. Answer each one fully, or if a question doesn't apply, provide a brief explanation. Leaving sections blank can reduce your chances of success.

4

No co-investment

Some funding programs require co-investment from the applicant's own organisation or through leveraged funds from other sources. As a general rule you will be more competitive if you can show that leveraged funds have been secured. Make sure this is reflected in the budget and where possible provide evidence.

5

Not using 'Plain English'

Keep your application clear and easy to read. Avoid jargon and unnecessary technical terms. Using plain English helps assessors quickly understand your proposal and its benefits.

6

Not leaving enough time

Applications won't be accepted after the closing date. Allow plenty of time to prepare a thoughtful submission, gather supporting documents, and submit before the deadline.

7

Inaccurate budget

Budgets that don't balance, omit key costs, or include unsupported figures can weaken your proposal. Double-check your numbers, include quotes where possible, and seek clarification from if unsure.

8

Incorrect signatory

Ensure the authorised representative (usually the CEO, Director, or Chairperson) signs the application. If authority has been delegated, provide written confirmation of that delegation.

9

Difficult to understand

Take time to proofread your application. Ask someone unfamiliar with your project to review it for clarity. Spelling errors, unclear writing, or missing details can all reduce credibility.

10

Missing attachments

Review the submission checklist carefully. Ensure all required documents are uploaded and legible. If you encounter issues submitting attachments, contact the funding body before the deadline for advice.

The GDC is here to help! Please reach out if you have any questions.

Gascoyne Development Commission

Phone: (08) 9941 7000

Email: info@gdc.wa.gov.au

www.gdc.wa.gov.au

