

Tips & Tricks

10 writing tips to help your grant application stand out.

In writing your grant application, make every effort to stand out - very rarely do you have an opportunity to present verbally or impress with a face-to-face meeting. Here are our top 10 writing tips to help you prepare a great application.

1. Organise your thoughts

If you aren't sure of what you're trying to say, your writing will suffer. Make sure your sentences and paragraphs begin with the main idea or message that you want to convey. Be concise. Supporting information can then follow.

2. Read, think, respond

Read each question first and think about your answer before responding. Draw a diagram or write a list of the things you want to say. Check your written content against this list and remove anything that doesn't need to be there.

3. Assume nothing

Write your application as though the person reading it knows nothing about your organisation or your project.

4. Keep it simple

Make the reading of your application easy. Use simple and consistent formatting. Headings, bullets points and diagrams are really helpful and make it easier for the reader to navigate through your document.

5. Explain and emphasise with visual aids

Where appropriate, include photos, maps and diagrams to portray key information.

6. Clarify questions

Sometimes a question seems to appear twice. They won't want the same information again, so check the Program Guidelines for clarification or call the program administrator for help.

7. Don't leave anything blank

Complete all boxes and write 'N/A' if a question doesn't apply to you.

8. If the application has a word limit - stick to it!

Remember, someone has to read it quickly, so don't write a thesis.

9. Prepare a draft

Always have your draft read by another person. Preferably someone not involved with your project.

10. Demonstrate your projects edge

Show how your project has an edge over everyone else. Use evidence and data, not motherhood statements. Think about it from the grant-provider's perspective. If you were to assess all of the applications, what would make your project stand out?