

Tips and tricks to writing your grant application

Invest time **BEFORE** you start writing your grant application to make sure you meet **ALL** the eligibility criteria.

There are two reasons for this:

1. You don't want to get part way through your grant application and then realise you don't meet all the eligibility criteria. It's a complete waste of time.
2. If you submit a project that doesn't meet the HVSI criteria your project will be deemed ineligible as soon as it's submitted.

Demonstrating evidence-backed credibility will go a long way in making your application successful. Grant applications generally require detailed information about annual reports, strategic plans, project management processes and other operational details. Information about key personnel, their experience and relevant expertise will also be expected. It is a good idea to support all your answers with data. Spend some time gathering and preparing all relevant data in easy-to-read formats.

When reading grant guidelines ensure:

- You have the right organisational status
- Your project meets the listed priorities
- You check whether partners are required or optional
- That you can deliver the project/program in the required time
- You check whether co-contribution required (either cash or in-kind)
- That you can manage and acquit the grant funds you are applying for
- That you meet both the applicant criteria and the project criteria. These two elements are different, so check both sections of the guidelines.

When writing your grant application ensure:

- You provide insight into your project by sharing your passion about the project; show how your project aligns with the listed priorities and prove how you can deliver a successful project.
- You provide evidence of need and how your project addresses that gap.
- You describe the project's goals.
- You clearly outline the activities you will undertake.

- You demonstrate the benefits of the project, including national or cross jurisdictional benefits or how the project has potential to be rolled out on a wider basis in the future.
- You demonstrate the value of the project by outlining how the benefits of the project will continue beyond the end of the funding period.
- You include information about how your project is supported by a peak body or a group of stakeholders and how they will be involved in the project.
- You have considered and mitigated risks to successful implementation of your project, you can do this by developing a risk matrix.
- You include an evaluation plan for your project.

Budget Preparation

Carefully consider what the project costs will be and include enough detail in your proposal so that the Assessment Panel can feel confident that they know what the grant will be used for. When preparing your budget, make there is a clear connection to the activities you are proposing to undertake, and what you will spend the grant money on. Remember to carefully read the grant guidelines to make sure your proposed activities can be funded.

When preparing your budget ensure:

- You provide realistic estimates.
- The 'income' and 'expenditure' columns add up.
- You include a small contingency amount for unexpected costs/price variances.
- Competitive quotes are attached if required.
- You try and secure funding from other sources in addition to the grant.
- There is a contribution from your organisation (financial and/or in-kind).

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