



Grant writing tips for your club

Why is good grant writing important?

There's a lot of competition for grants and it's important that your club and community don't miss out! So what does a good grant application look like? A good grant application will clearly spell out your plans and use similar language to the criteria set out in the application form. Importantly it will make the job of those people assessing it easy, by providing all the information they need to make a decision at their fingertips!

Plan, prepare, and succeed!

The worst forms of grant applications are rushed applications. Decide early on what resources or projects your club would like to apply for over the next twelve or twenty-four months. Then, one of the easiest ways to be successful and obtain a grant, no matter what the source, is to **be prepared**.

If one of your members has some extra time they could create a "grant application template" for you. That means, when a grant arises and your club would like to apply, most of the information you need, will be ready to go. You can simply ask for referees and make changes to your grant template. This allows you to put real thought into customising your information to suit the grant, instead of having to rush and spend lots of time 'information gathering'.

1. What information is important?

Like writing a media statement the most important information is the **Who, What, Where, When, How and Why?**

You need to describe your project or purchase and provide information on how it will be accomplished! You need to inspire confidence.

WHO will benefit?

Describe who will benefit and think about people outside your club. Your club will benefit but will your project/funding also encourage and give local families the opportunity to take part in a fun, affordable and safe sport?



WHAT are you going to use the funds for?

Outline your project/purchase

WHERE is your project located?

Don't just put in your address. Add your address and if possible also list the broader community who will benefit, eg. surrounding suburbs.

WHEN is your project or purchase going to happen?

Create a timeline for your project, if it is as simple as buying a lawnmower, state "The lawnmower will be purchased within four weeks from receipt of funds. For a more complex project prepare an outline of key dates.

HOW much will it cost?

For projects create a detailed budget in an excel spreadsheet

For purchases (like a lawnmower) obtain a quote, if you explain that you are applying for a grant for purchase most suppliers will take this into account and honour your quote or extend the time of validity of the quote for your purposes.

WHY does it need to happen?

Create a narrative. Give a short amount of information on your club history. Define the problem, describe what you hope to achieve as a solution.

Give this a lot of thought. For instance, would you like to provide **chuck models to local schools** to encourage children to learn about flight...if so what you are doing is encouraging students, especially girls to learn more about science, technology and maths, by extension, if they take up the sport, you're also helping to reduce levels of obesity in the community by getting families out of the house and encouraging them to be fit and healthy!

If you would like to **purchase a ride-on mower**, you are looking after the community by ensuring that your club is visually appealing, allowing older club members to participate in the camaraderie of activity (because they can still undertake tasks at your club) and helping to prevent social isolation because of the nice facilities your club provides!

If you want to build a toilet block, you're not just providing basic facilities for your members. What if you have young members or females attending the club, do they have to cross a major road to go to a local facility nearby that is not ideal? You're looking after their safety and making your club more accessible to the entire community.



Create a draft cover letter

You can prepare a draft cover letter for your grant leaving space to insert “relevant grant details”. Your letter should:

- Thank the grant funding body for the opportunity to apply
- Give a short (no more than one paragraph) history of your club and its association with your community
- Briefly describe your purchase/project
- Briefly use your “Why” information to tell a story about why the funding should be awarded to your organisation

Create a draft letter for your referees

You can save time by drafting a letter for your referees. You can then send the letter to your selected referee to personalise, most referees will be grateful for your help!

- State that your referee was happy to be asked to provide a letter of support
- Give a short (no more than one paragraph) history of the work of your club and if appropriate their involvement in your club
- Briefly describe your project...
 - eg. I understand that X club are applying for X”
- As above, briefly use your “Why” information to tell a story about why the funding should be awarded to your organisation...you should highlight a different point for each referee if possible

By having all of this material prepared, you have more chance of creating a successful grant application. Remember, when you apply for grants try to use the language that is used in the grant criteria, this helps make the assessors job easy, it provides them with “markers” that you are meeting their criteria.

The next step: search for relevant grant opportunities!

You can try:

- **Government agencies**
- **Private foundations**
- **Corporate foundations or local business**

Remember, the MAAA has secured sporting status! Members of The Airsport Australia Confederation, which includes model aircraft flyers from the MAAA, have been recognised as a sport by the Australian Sports Commission. **This is great news because it** opens up funding through state and local government grants for your club so you can apply for funding to run programs or improve your facilities.



If you apply for a sporting grant remember to include:

“Flying a model aircraft at an MAAA Club was recently recognized as a sport by the Australian Sports Commission.”

Here are a few places to start:

www.bettercouncils.net.au/find-your-council

This website will help you find your local council area. You can then search for your local council and see what grants they have available.

Here are just some of the funding opportunities available:

<u>State</u>	<u>Website</u>	<u>Grants</u>
NT	www.sportandrecreation.nt.gov.au/grants-vouchers/department-grants	\$200 Sport Voucher Scheme
	www.sportandrecreation.nt.gov.au/grants-vouchers/department-grants	Quick Response Program
	www.sportandrecreation.nt.gov.au/grants-vouchers/department-grants	Grants-Tracker System
	www.sportandrecreation.nt.gov.au/grants-vouchers/department-grants	Facility and Capital Equipment
	www.sportandrecreation.nt.gov.au/grants-vouchers/department-grants	Peak Sporting Bodies
	www.sportandrecreation.nt.gov.au/grants-vouchers/department-grants	Active Recreation Organisations
	www.sportandrecreation.nt.gov.au/grants-vouchers/department-grant	Remote Sport Program
	www.nt.gov.au/ntg4/Subject?myLevel=3&myRefPoint=cn=A-Z%20Government%20Listing,cn=Local%20Government	Council Grants
QLD	www.qld.gov.au/recreation/sports/funding	Get Playing Places and Spaces Program



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	www.qld.gov.au/recreation/sports/funding	Get Playing Plus Program
NSW	www.sportandrecreation.nsw.gov.au/clubs/grants	ClubGRANTS Category 3 Fund (link is external)
	www.sportandrecreation.nsw.gov.au/clubs/grants	Community Building Partnership Program (link is external)
	www.destinationnsw.com.au/tourism/business-development-resources/funding-and-grants/regional-flagship-events-program	Regional Flagship Events Program
	www.lgnsw.org.au/about-us/council-links	Council Grants
ACT	www.sport.act.gov.au/grants	Asset Repair and Maintenance Scheme (ARMS)
	www.sport.act.gov.au/grants	Community Sport and Recreation Development Program (CSRDP)
VIC	www.sport.vic.gov.au/grants-and-programs	Community Sports Infrastructure Fund
	www.sport.vic.gov.au/grants-and-programs	Sporting Club Grants Program
	www.vic.gov.au/government-economy/local-councils/victorian-local-councils.html	Council Grants
WA	www.dsr.wa.gov.au/funding	Community Sporting and Recreation Facilities Fund
	www.dsr.wa.gov.au/funding	Community Sporting Club Equipment Subsidy Scheme
	www.tourism.wa.gov.au/Industry/Sponsorship/Event-sponsorship/Pages/Regional-Events-Scheme.aspx	Regional Events Scheme
	www.dlg.wa.gov.au/content/directory/default.aspx	Council Grants

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SA	www.renewalsa.sa.gov.au/projects/city-makers/	City Maker - Support SA events
	http://www.sportsa.org.au/news-info/grants	Club One - Small Sponsorships
TAS	www.events.tas.gov.au/grants/championship_grants	Championship grants
	www.dpac.tas.gov.au/divisions/csr/sportrec/funding_opportunities/major_grants	Major Grants Program
	www.dpac.tas.gov.au/divisions/csr/sportrec/funding_opportunities/minor_grants	Minor Grants Program

The MAAA support our clubs to provide a safe place to fly. We provide the tools you need to manage your club, from management systems to technical expertise, making it easier for you to enjoy your sport and clock up more flight hours.

To help your club grow, on the MAAA website, you will find a number of “How to” packages to help you club with everything from welcoming new members to writing a press release. Take a look at <http://www.maaa.asn.au/club-support>

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