



Grant Application Guide

AU Sport Clubs

The following information provides some helpful hints for clubs when applying for grants.

Points for thought

Before you begin writing your application, make sure that you are familiar with the following:

- the type of project you are seeking funding for (i.e. equipment, travel, come and try day, training camp etc.)
- why you want/need funding
- how the grant you are applying for relates to your project
- the closing date for the grant so that you leave enough time to complete your application
- the submission details (what supporting documents are required for the application and where to send the application)

Research

- Talk to other people or clubs that you know have received funding.
- Talk to the funding agency for advice on their requirements.
- Email the Sports Development Officers (sdo@theblacks.com.au) for a copy of past applications from other clubs.

Address the Funding Guidelines

Grant applications will have a list of "funding guidelines", which need to be met in order to qualify for the grant. When writing your application, ensure that you directly address and refer to these guidelines throughout your responses. Try and use similar language to that used in the guidelines and provide evidence and examples to complement your text.

Finances

Generally, your application needs to be supplemented with an up to date finance report and budget for your club. You can ask your Club Treasurer for these records.

You may also be required to submit costs with your application. When providing this information, ensure that you:

- are accurate and realistic
- obtain multiple quotes for any equipment you intend to purchase
- detail your own or any other external financial and/or time contribution to the project
- relate all purchases to the aims/guidelines of the project

Presentation

When writing your submission, make sure you:

- are clear and concise on your aims
- use clear and concise language
- present only relevant supporting material
- ask someone to proof read the submission (SDOs are available to do this)
- keep a full copy of your submission for your own records

It is also useful to seek letters of support for your application from bodies such as AU Sport, the State body or Council.