

# A GUIDE TO WRITING GRANT APPLICATIONS

## How to prepare a NSW Government grant application

Successful grant applications rely on several important elements.

Applicants need to:

- meet the grant eligibility criteria
- have a thorough understanding of the grant program requirements, terms and conditions, project approval timelines, and supporting documents required
- allow sufficient time to prepare, write, review and submit the grant application ahead of the closing date.

This information sheet provides an overview on how to prepare your application.

Other useful resources available via the Community Grants Hub:

[Confirming Your Legal Entity Status](#)

[What Makes a Good Grant Application?](#)

[Strong Evidence](#)

[Financial Information](#)

## Understand the grant program and check eligibility

You should learn as much as possible about the grant program before you start an application. The guidelines and FAQs will include all the information you need to apply and will detail all the requirements the proposed project will need to meet.

This will ensure you understand the grant program and whether your organisation is eligible to apply for funding, before investing time and resources into an application.

## Create an application timeline

Make a plan that focuses on the time you will need to prepare your application. Think about how long it may take to gather supporting documentation and whether you will submit the application yourself, in partnership, or via a third party on your behalf. Allow time to review, refine, and submit your application before the closing date.

## Prepare your application and address the assessment criteria

You should tailor the application to address the program's assessment criteria. Demonstrate your organisation's ability to meet the objectives of the funding program through your proposed project, respond to community needs, and effectively deliver within the criteria.

Check character limits in the online application form to get a feel for how long your answers should be.

Use clear and concise language that describes your proposed project in an easy-to-understand way.

Double-check your responses or ask others to review your application to ensure responses are clear, and that you have included enough information about your organisation, community, and proposed project.

Please note, the level of information you provide in response to the assessment criteria should be appropriate to the scale and complexity of your proposed project.

The table below offers general support designed to complement the Local & Regional Risk Reduction stream guidelines. The information does not cover nor provide instruction on how to address the Local & Regional Risk Reduction assessment criteria. This information should be used only as high-level guidance for consideration in the development of grant applications.

Section	Key Considerations
<b>Eligibility</b>	Ensure your organisation and proposed project is eligible as per the Guidelines.
<b>Organisation</b>	Legal details of eligible organisation and contact details.
<b>Project Title</b>	A clear and concise name that describes the core theme of the project.
<b>Project Description</b>	A summary on what the proposed project will address (such as a gap, issue, or systemic risk) and how it will do so
<b>Project Timeframes</b>	Proposed start date and expected end date of the project, within grant program parameters.
<b>Funding</b>	An all-inclusive funding requirement of the project, in Australian Dollars, exclusive of GST. Include any details of co-contribution/s as applicable.
<b>Location</b>	Geographic location, LGA, Region, area/s and place/s, in which the project will be undertaken in NSW.
<b>Objectives</b>	Consider the alignment of your project to the objectives of the Local & Regional Disaster Risk Reduction stream and the NDRRF priority outcomes as outlined in the Guidelines.  What is the purpose of the project, and does it address the stream and pathway objectives?
<b>Demonstrated Community Need</b>	Consider how the community is exposed and vulnerable to natural hazards impacting the area/region, and how this exposure and vulnerability is increasing disaster risk.  Consider how your project creates risk reduction beyond anything that would have occurred through business-as-usual activities.
<b>Capacity to Deliver</b>	Consider whether the lead applicant and partner/s (if applicable) have implemented and delivered projects of a similar size and scope, along with how this experience is relevant to the proposed project. Consider also the specific project team and their experience.  Consider how the project will be conducted and what it will deliver. How will the objectives and outcomes be achieved? How will you ensure accountability for the project?  Are there any special skills or resources required? If specialist skills are required – are those skills available during the expected project timeframe?

Section	Key Considerations
<p><b>Outcome and Impact</b></p>	<p>Are the expected outcomes of your project in alignment with the L&amp;R intermediate and end-of-program outcomes and broader intent and objectives of the DRRF outlined in the guidelines?</p> <p>Consider whether the outcomes will have a long-term impact on reducing exposure or vulnerability and/or increasing resilience and risk reduction.</p> <p>Who are the beneficiaries of the project in your region and community?</p> <p>Are the impacts of the benefits measurable, whether qualitative or quantitative?</p> <p>Will your project target communities at greater risk of being impacted by disaster?</p> <p>What will the project contribute to the community?</p>
<p><b>Partnering &amp; Collaboration (Pathway 2 only)</b></p>	<p>If you have project partner/s, what is their capacity to contribute to the project?</p> <p>What will be the role of each partner organisation?</p> <p>Who will be the key driver/s of the project?</p>
<p><b>Value for Money</b></p>	<p>How much will the project cost, and are your costs realistic? How can you demonstrate value for money?</p> <p>How much funding is needed?</p> <p>How will funds be managed?</p>
<p><b>Risk</b></p>	<p>Consider the risks associated with the project (reputational and operational).</p> <p>Are the strategies for mitigating these risks appropriate? (Risk Management).</p>

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[Disaster Risk Reduction Fund](#)