Youth Opportunities program
Steps for writing a grant application

1. *Prepare*

- If you are new to SmartyGrants make sure to register your organisation early.
- Start your application as early as possible so that there is plenty of time to amend and review.
- Engage young people in conversations about theme, needs and purpose of the project right from the beginning so that their ideas are firmly embedded in the project plan (See Program Guidelines, Life Cycle of a Youth Opportunities Project).
- Read the Program Guidelines and FAQ's thoroughly.
- Consider how your project will align with the program's purpose and objectives (See Program Guidelines, Program Purpose and Project Objectives).

2. *Plan*

- Develop a project plan and work out your project timelines – be realistic and ensure they are within the acceptable time period for the grant program.
- Prepare a realistic budget. Don't ask for too little or too much. Check that all budget items are eligible under the budget guidelines (see Program Guidelines, Project Budget).
- Pay attention to program exclusions (see Program Guidelines, Program Exclusions) and make sure your project does not include any excluded items.

3. *Write*

- Follow the instructions and complete the application as fully as possible.
- Write clearly and succinctly. Pay attention to the word limits.
- Make financial information as accurate as possible.
- Evolve the application over a period of time. You can continue to access your application throughout the application period, and complete the submission over several sessions so that you are able to check information and improve your application before you submit it.

4. *Check*

- Pay attention to the Application Checklist. Missing or incomplete responses may result in ineligibility or a lower score, limiting your chances for funding.
- Have a colleague read over your application for an objective assessment. After reading it, ask them to outline what they have read to make sure the project is clear. Did they pick up the main points you wanted to make?

- Refine your application and repeat this step until the other person can clearly and easily describe the project back to you.

5. Submit

- Submit before or on time - late applications will not be accepted.
- Submit in accordance with the instructions.
- Keep a copy of the notification that your application has been received and any identification code that is provided for future reference.

Further information

For further advice and tips on how to write a grant application visit

https://www.communitygrants.gov.au/information-applicants/what-makes-good-grant-application