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# Grant Writing Tips

1. **Whose money is it?** Based on the nature of the entity – whose money is being given away? And what will decision makers be concerned with? (See side panel).
2. **Write for your reader** - see your project through their lens.
3. **Don't write about yourself.** Write about how others will benefit as a result of your experience, enhanced knowledge/practice, creativity. Think about your audiences, other musicians, students, colleagues, community etc...
4. **Write in clear simple English** – avoid industry jargon. Keep it short and pithy...
5. **But don't be boring.** There will be hundreds of applications sitting on the reader's desk and you're going head-to-head with all of them. Give the reader something to be excited about.
6. **Acronyms** – make people really cranky. Write them in full in first instance.
7. **Do your homework.** Read the criteria, assessment methods, make sure you have enough lead-time to assemble any supporting documentation including references. Make sure your travel dates match the funding round timelines.
8. **Write in specific terms** rather than generalisations. If you can't support a statement with evidence, credible numbers or a citation – leave it out.
9. **Ensure that your budget figures add up.** Stupid advice – but it's a really common mistake. Use a spreadsheet that adds it up automatically. And get a mate to proof read it for you.
10. **Don't be late** – they won't accept it.

If it's a **Government grant**, taxpayer funds are supporting your initiative and you need to talk about the social return and offer safety, accountability, positive perceptions, a good media story, measurable outcomes and reporting.

If it's **Foundation grant**, the original source of funds may be an individual, family, community or corporation. The decision however, will be made by Trustees or a Board with a mandate to protect the interests of the donor – and ensure the greatest social return on investment. They are looking for robust, sustainable, measurable projects to seed fund or grow.