

# Active Tasmania

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## Grant Writing – before you start

**The Tasmanian Active Infrastructure Grants Program provides grant funding for the sector to build new and upgrade existing sport and active recreation infrastructure. The aim of the program is to enhance community sport and active recreation participation opportunities through the provision of spaces that are safe, inclusive, accessible, meet present standards and cater for a range of activities.**

Clubs, not-for profit organisations and local government entities that provide sport and active recreation opportunities to the Tasmanian community are invited to apply.

## First things first

Before considering the grant program and application, assess the capacity of your organisation to take on a project.

Does your organisation:

- Provide sport or active recreation opportunities within the Tasmanian community?
- Have a project in the pipeline or an identified need that it is trying to realise or deliver?
- Have the resources required to deliver the project (co-contribution funds, in-kind support, experienced personnel)?

If you answered yes to these questions, then it may be worth your organisation reading the grant program guidelines and considering an application.

## Reading the grant program guidelines

Active Tasmania prepares guidelines specific to each of our grant funding programs. These guidelines will inform you of eligibility criteria for the program and these criteria form the basis of the assessment process which all applications will be evaluated against. It is important to review these guidelines thoroughly to ensure that the grant program is the right fit for your organisation and the project it is trying to realise.

# Assessing your project to the grant guidelines

Writing a grant application takes time and effort, and it is a competitive process.

When considering an application, it is important that your organisation assesses the proposed project carefully to ensure that it aligns with the grant program aim and the guidelines. This will assist you to prepare your application.

Key questions for your organisation are:

- Is your organisation an eligible applicant?
- Does your proposed project align and contribute to the aim of the grant program?
- Does your project comply with eligibility criteria?
- Can you demonstrate the need for the project?
- How will the grant funding assist you to achieve the project?
- How will the project be delivered?
- How long will the project take?
- Can your organisation afford the project (do you have the required co-contribution or balance of funds)?
- Does your organisation have the necessary skills to manage the project?
- Can you demonstrate the project would be deemed value for money?

## Resources

There are many resources available on the Active Tasmania website to assist you when preparing an application: [www.active.tas.gov.au/grants\\_and\\_funding](http://www.active.tas.gov.au/grants_and_funding).

It is important for your organisation to refer to the Grant Program Guidelines, Frequently Asked Questions, and view any available recorded webinars.

# Preparing your application

Be sure enough time is allocated to prepare the application. It can be useful to work back from the closing date to prepare a plan to progress your application.

Key questions for your organisation are:

- Who will be responsible for preparing the application?
- Who has access to the required supporting information (i.e. landowner information, lease information, project plans) to ease in the collation of this information?
- Who is best placed to request any required letters of support?
- Who will collate the organisation's information (business name, ABN, registered and physical address, business plans, strategic plans, operational plans)?
- Who has access to prepare the required financial information?
- Who will proofread the application?

Be sure to refer to the checklist within the Frequently Asked Questions document to capture all mandatory items.

Once these items have been considered, a project plan can then be developed by documenting the key tasks, timeframes and responsibilities to action. This will assist you in preparing your application and ensure that you are ready to submit on or before the closing date.

## Writing your application

Start by reading through the application form. It is important to answer each of the questions thoroughly, with detailed examples and demonstrate that your project best aligns to the assessment criteria. It can be useful to draft your application in Microsoft Word (or similar) before copying and pasting into the application form.

Active Tasmania uses the SmartyGrants online platform to manage grant programs. The link to the application form will be available on the website. Assistance with SmartyGrants is available [here](#).

When preparing your application make sure it is clear, convincing and concise.

## Clear

The grant application should be easy to read and provide the assessors with information on:

- Who the applicant is
- The project name – be sure to use a clear and relevant name that relates to the facility and proposal
- A clear and concise project outline
- How the project relates to the grant program aim
- The total cost of the project
- How the project will be funded (amount of grant funding being requested, co-contribution and any other project income)
- How the project will be delivered
- The expected outcomes for the project.

## Convincing

The application should put forward the best case for your project. It should provide the assessors with:

- Accurate and factual information based on facts, figures, determined needs or other relevant information
- Written content, design drawings (may be marked up photos, simple sketches, or architect drawings if the project is of small scale and does not require statutory approvals) and figures (costs, timeframes, user numbers)
- Credible data to support your project
- Evidence of support for the project (committee, board or executive team support, landowner consent, support from other end users of the project)
- A demonstrated case that your project aligns to the project aim and assessment criteria.

## Concise

Be sure to draft your application and proofread it prior to submission. Key items to consider are:

- That each question and criteria are answered
- That your application isn't repetitive
- That you have collated and submitted all the mandatory information requested. There will not be an opportunity to add to your application after the closing date.