

### **TIPS for Writing a Good Grant Application**

The Regional Arts Development Fund is a partnership between the Queensland Government through Arts Queensland and Councils to support local arts and culture.

The program funds one-off, short term projects that offer professional arts, culture and heritage opportunities via an application process. Council's RADF Liaison Officer, Taylor Smith is available to assist applicants with their submissions. Contact [taylors@btrc.qld.gov.au](mailto:taylors@btrc.qld.gov.au) or phone 4621 6600.

#### **General TIPS:**

*Before you start:*

- *Read the guidelines.*
- *Ensure your project planning is complete.*
- *If unsure about anything seek help.*

*Developing your Submission:*

- *Address the program's criteria and priorities; show how your project offers value for investment.*
- *Demonstrate the need and community benefit of your project.*
- *Provide realistic timeframes.*
- *Provide evidence of community support.*
- *Explain your project fully; don't leave room for questions.*
- *Provide a realistic and balanced budget.*
- *Complete all sections of application.*
- *Provide evidence of budget costings*

#### **Language:**

- *Be concise, don't waffle.*
- *Don't use 'big' words for the sake of using a big word.*
- *Write positively – 'when' not 'if', 'will' not 'could'.*
- *Don't write emotively, use factual statements.*