

GRANT CYCLE

You too can write a great grant application by mastering these principles!



FORMULATE THE IDEA

- Check with your management
- Confirm if building approval is needed



RESEARCH GRANTS

- Check the criteria
- Draft your application
- Match your budget to the application
- Get the application checked by management
- Pre-register if needed



LODGE YOUR APPLICATION

- Be sure of closing date
- Include any requirements



AFTER ASSESSMENT

- Ask for feedback if not successful
- Celebrate your success!



\$\$\$ RECEIVED

- Check funding conditions
- Do what you said you would do in the application
- If there are changes to your project, ask the funder in writing for a variation before proceeding with the work
- Collect evidence - photos, numbers, receipts etc
- Acknowledge the grant publicly



FINALISING YOUR GRANT

- Thank the funders
- Complete acquittal report
- Provide evidence