

Cardinia Shire Council

Grant Writing Guide

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The 5 Rs of Grant Writing



Readiness: Are you prepared?



Research: Finding the right grant



Relevance: Aligning your project



Relationships: Build before submitting



Review: Polish and check before you hit send

Sell your idea (and you!)

Who: Experience, track record

Why: What makes you/your project special?

What: Be clear with your idea what will you do? Where?
When? Who for?

Why is it necessary: What's the need you are addressing?
Why now?

How: Clear budget, project plan, viability, logistics

Who else: Support letters, partnerships



Grant writing checklist

1. Requirements

- Eligibility
- Funding scope
- Assessment criteria
- Submission details



Grant writing checklist

2. Information Gathering

- Grant links and deadlines
- Budget requirements
- Objectives and outcomes
- Support materials



Grant writing checklist

3. Structure your Application:

Start with a draft of key bullet points. Always draft in a separate doc not the grant portal.

1. **What is your project?** Provide a concise description.
2. **Why is it important?** Explain the need and potential impact.
3. **Who will benefit?** Identify target audiences or communities.
4. **How will you execute it?** Outline your implementation plan.
5. **What are the expected results?** Define measurable outcomes.
6. **How will you measure success?** Include evaluation methods.
7. **How will the funds be used?** Provide a detailed budget breakdown.

Grant writing checklist

3. Strong Budget plan

- Grant amount requested
- Other funding sources
- Breakdown of expenses
- Quotes and/or invoices
- Artist fee
- In-kind contributions
- Travel costs
- Marketing and promotion
- Other costs e.g. materials, insurance, admin



Grant writing checklist

4. Review, check and check again:

- Ask someone else to proofread
- Check your budget is correct
- Ask others for feedback
- Make sure you've met all the requirements
- Check your attachments / links work



Next Steps

What Now?

- Be prepared to provide additional information
- Respond to any requests promptly
- Save a PDF copy of your application
- Track the status and outcomes

What if I don't get funding?

- Ask for feedback
- Look at alternatives
- Recognise the benefit of the process