

GRANT WRITING HINTS & TIPS

This guide is designed to help you plan, prepare and strengthen your grants application.

SNOWY MOUNTAINS
COMMUNITY
GRANTS
PROGRAM



What is a grant?

A grant is funding provided to your organisation to help deliver a specific project or initiative. A grant is funding provided to support a specific project, program or initiative. Grants do not need to be repaid, but recipients are expected to use the funds as agreed and demonstrate the outcomes achieved.

What we look for

Our grants review panel looks for projects or initiatives that will make a genuine, lasting difference in our local communities. Strong applications are clear, practical and show a tangible connection between the funding and positive community outcomes.

The panel looks for:

- Clear community benefit: How will your project improve the lives of people in the Snowy Mountain's region?
- Well-planned project: What do you want to achieve, why does it matter and how will you measure success?
- Realistic budget: Your costs should be reasonable, clearly explained and supported by quotes.
- Alignment with at least one of our community commitment pillars:
 - Education & development;
 - Health & wellbeing;
 - Regional capacity building; and
 - Environment and Sustainability



BEFORE YOU BEGIN

Read the grant guidelines

The Community Grants Program guidelines are your most important tool. They detail everything you need to know, including:

- Who is eligible to apply
- The types of projects we support
- The grant funding available
- Key application dates
- All required documents

Get organised

A little preparation goes a long way. Before you start your application:

- Define your project: Clearly outline what you want to do and why it is needed in your community;
- Identify beneficiaries: Who will benefit from this project (e.g., families, seniors, local students)?;
- Gather support: Reach out to other community members or groups for letters of support;
- Prepare your budget: List all project costs and prepare to include any in-kind support (donated time, services, or materials); and
- Ask for help: If you have questions, reach out to a fellow committee member or our Community team.

WRITING YOUR APPLICATION

Tell your story

Use simple, clear language to describe your project or initiative. We want to understand your passion and the positive change you want to create.

In your application, you will be asked to describe:

- Project summary: A brief overview.
- The need: Explain the problem or opportunity your project addresses, using local evidence or feedback to back it up.
- Project goals: What are you trying to achieve? Your goals should be specific and measurable.
- Activities: What are the main steps you will take to deliver the project?
- Expected outcomes: What will change or improve as a result of your project?

BUDGET TIPS

- **Keep it clear**
List each item you need and its cost.
- **Get quotes**
You must provide at least two quotes or a link to a specific product to verify costs.
- **Include in-kind support**
Show how donated time or materials contribute to the overall project value.

REQUIRED DOCUMENTS

You will need to provide:

**Quotes or
a detailed
budget**

**Your
organisation's
ABN**

**Letters of support or
community backing
(if applicable)**

SUBMITTING YOUR APPLICATION

Before you click 'Submit', double-check the following:

- ✓ **I have read the guidelines and FAQs.**
- ✓ **My project aligns with the grant objectives.**
- ✓ **I have clearly defined the community need and the project benefits.**
- ✓ **My budget is clear, realistic, and supported by quotes.**
- ✓ **All required documents are attached.**
- ✓ **I have proofread my application and checked for any errors.**
- ✓ **I have submitted my application early to avoid last-minute technical issues.**

AFTER YOU APPLY



Confirmation

You will receive an email confirming your submission.

Follow-up

A Snowy Hydro representative may contact you for more information.

Notification

You will be notified of the outcome within six weeks of the closing date.

If you're successful

You will sign a formal agreement and be required to complete an acquittal form upon project completion. This will involve submitting receipts, photos, and a brief report on the project's outcomes.

If you're not successful

Don't be discouraged. We receive many strong applications. You are welcome to request feedback to help strengthen future applications.

NEED HELP?

General questions

Our Community team is here to assist. Email us at: community@snowyhydro.com.au

Technical issues

For issues with the Enquire platform, visit their support page: <https://tactiv.net/support-services/>