

GRANT WRITING HINTS & TIPS

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

COMMUNITY
GRANTS
PROGRAM

snowyhydro

red
energy 

UNDERSTANDING THE GRANTS PROGRAM



What is a grant?

Funding provided to your organisation to help deliver a specific project. 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.

Key panel evaluation criteria:

- **Clear community benefit:** How will your project improve the lives of people in your 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.
- **Focus area alignment:** Alignment with at least one of our focus areas:
 - | Energy for everyone
 - | Reconciliation
 - | Future energy leaders
 - | Stronger communities



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

Preparation is key

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, come along to one of our information webinars or reach out to our community team (community@snowyhydro.com.au)

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.

Core application sections:

- **Project summary:** A brief overview.
- **The need:** Explanation of the problem or opportunity backed by local evidence or feedback.
- **Project goals:** Specific and measurable outcomes.
- **Activities:** Concrete steps taken to execute the project.
- **Expected outcomes:** The measurable changes or improvements resulting from the project.

Writing tips:

- Answer every question directly and avoid jargon.
- Provide honest, realistic timelines and cost estimates.

BUDGET AND REQUIRED DOCUMENTS

Budget guidance

Itemise each required expense and its associated cost

Attach at least two quotes or direct product links to verify costs

Quotes or a detailed budget

Required documentation

Quotes or a detailed budget

Your organisation's ABN

Letters of support or community backing (if applicable)

SUBMITTING CHECKLIST

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 eight 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

If you have issues with the grants portal, including bugs and difficulties submitting your application take a look at the [SurePact Knowledge Hub](#) or contact the [SurePact support team](#).