

Top 10 writing tips

Before you start writing your grant application, here are our top 10 writing tips for your consideration:

1. Organise your thoughts. Many people cannot explain their project in less than half an hour. Your application must be succinct and concise. If you aren't sure of what you're trying to say, your writing will suffer. Make sure your sentences and paragraphs begin with the main idea or message that you want to convey. Supporting information can then follow.
2. Read each question first and think about your answer before responding. Draw a diagram or write a list in point form of the things you want to say. Check your written content against this list and remove anything that doesn't need to be there.
3. Write your application as though the person reading it knows nothing about your organisation or your project. Never assume anything is obvious to the reader.
4. Keep your answers simple and concise. Make the reading of your application easy and use familiar words rather than jargon.
5. Use simple and consistent formatting. Headings, bullets points and diagrams are really helpful and make it easier for the reader to navigate through your document.
6. Where appropriate, include photos, maps and diagrams to portray key information.
7. Sometimes a question seems to appear twice. They won't want the same information again, so check the Program Guidelines for clarification or call your program contact for help.
8. Don't leave anything blank. Complete all boxes and write N/A if a question doesn't apply to you.
9. If the application has a word limit - stick to it! Remember, someone has to read it quickly, so don't write a thesis.
10. Always have your draft read by another person, preferably someone not involved with your project.