



5 Steps to Successful Funding Applications

The City of Joondalup's Club Development Team is committed to assisting our clubs secure funding from the numerous sources available. In accordance with this, the team has developed the "5 Steps to Successful Funding Applications" for consideration when compiling an application.

1. Contact the funding agency prior to developing your application, well in advance of the closing date

- a. Before you begin working on an application make sure that your proposed program/project is eligible for funding.
- b. The agency will also provide specific details on what information to include.
- c. Allow yourself plenty of time to develop and review your application.

2. DO NOT *handwrite* your application

- a. All funding agencies should be able to provide you with the electronic version or online application – this ensures a more professional presentation.

3. Complete ALL project details

- a. Provide as much detail about your project as possible, remembering that the assessment panel may not know anything about your sport, club or project.
- b. Itemise each component of the project i.e. frequency, cost, number of people involved.

4. Have the application proof-read by another person

- a. A new set of eyes often gives some fresh points and also provides feedback on spelling and grammar errors.

5. Submit a "complete" application by the closing date!

- a. Ensure you have included all the required information, answered every question and submit the application prior to the closing date.
- b. Any additional information that may strengthen your application is also recommended i.e. Strategic Plan, quotes, financial statements.

The Club Development Team is available to assist in developing your funding applications by providing guidance or feedback throughout the process. For assistance please contact the Club Development Team via email info@joondalup.wa.gov.au or on **9400 4252**.