





*Don't sabotage your own grant application by falling into these pitfalls. Learn the common reasons why applications fail so that you can avoid making the same mistakes.*

### 1 Eligibility is not met

If your organisation does not meet the required legal status or the outcome of your funding request does not align with the program objectives then do not submit an application. Funding programs have different eligibility requirements so read the guidelines to find out what requirements you must meet.

### 2 Objectives are not met

The guidelines provide valuable information about the program requirements and assessment criteria. Make sure your project meets these requirements and that you address the criteria in your application.

### 3 Unanswered questions

Each question in the application form is there for a reason. Make sure you answer everything and if a question is not applicable, provide a reason. You may jeopardise your chances of success by leaving questions blank or not providing requested information.

### 4 No co-contribution

Some funding programs require co-investment from the applicant's own organisation or through leveraged funds from other sources. As a general rule you will be more competitive if you can show that leveraged funds have been secured. Make sure this is reflected in the budget and where possible provide evidence.

### 5 Not using 'Plain English'

Most funders receive more applications than they have money to give, so make sure your application is clearly understood. Keep technical terms and jargon to a minimum. Using plain English enhances a reader's comprehension of your project.

### 6 Not leaving enough time

Your application will not be accepted after the closing date. Allow yourself sufficient time to write a compelling submission and don't leave it to the last minute to submit.

### 7 Budget is incorrect

Figures that don't add up, project budgets that are missing essential items of expenditure, and/or unsupported claims may jeopardise your application. If you are unsure about the budget requirements, contact the funding body and ask for clarification.

### 8 Unauthorised signatory

If the incorrect person signs an application it may be deemed ineligible. Usually the most senior authority in the organisation, such as the CEO, Chairperson or Director must sign grant applications and acquittals. If your organisation has delegated authority you should provide evidence that the signatory has the authority to sign.

### 9 Difficult to understand

Always read and re-read your application before you submit. Where possible get someone else to proof read and give you feedback. Applications that are poorly written, difficult to understand, contain errors or have missing information may be overlooked.

### 10 Attachments not provided

Make sure you have met all of the requirements prior to submitting your application. If you have difficulty uploading documents or providing the required information make sure you provide an explanation or seek advice from the funding body.