



SAYAB Project & Development Funding: Hints and Tips

- Talk your idea through with all the key people that you would like to have involved. Seek their feedback and input to assist you to plan the project to reflect the direction that you want to head towards. This process should be in place before you apply for any funding.
- Be clear about the details of 'what, when, who, how and why' for your project. Your application must clearly explain what will happen (the project), when it will happen (the timeline), who will be involved (artists, participants, audience), how it will happen (the process) and why it should happen (the purpose).
- Always give yourself ample time to complete the application. Ideally you should begin drafting the application at least six weeks before it's due.
- Gather letters of support. They need to clearly demonstrate to the assessment panel that the project has created enthusiasm - from such places as: community, sponsors, venues, contributing artists, supporting organisations etc). Support letters will be more meaningful if they clearly attest directly to the strengths of your project/abilities (that you can do what it is your are applying for). 'Form letters' (common, non-specific support) are of limited value to the panel.
- Link your project to as many core priorities of assessment criteria. The panel is bound by the criteria, the clearer you can be about how your project is linked to the requirements of the funding the stronger your application will be.
- Use the correct form. Make sure you have the current, up-to-date grant information and application form and that you've filled out all sections. If you are including attachments ensure that the information is relevant and clearly stated.
- Does the budget add up? The panel can't fund a project that makes a profit! (*Funding exists to help you 'break even' – the money you are asking for is the amount you can't attract/contribute or make at any stage of the project.*)

- Make sure that your budget can show that what you expect to spend (expense) is the same as what you/sponsors/others will contribute (income) plus the amount you are asking for from SAYAB. ('income' + 'request' = X. 'expense' also = X. "X" is the same figure).
-
- Do you know about 'in-kind' support? (People's time, skills, equipment donated all has value!)
- Make sure that any time you rearrange a figure in the budget you check how it affects the rest of you figures. And make sure that you get someone who understands budgets very well to have a final look at it, just to be safe!
- Discuss the application with a Project Manager at Carclew. They can give you valuable advice and tell you what the funding program can support and what the assessment panel will want to know. Once you have completed the first draft of your application, book a meeting to have feedback and further advice.
- Ensure that your support material shows how talented you are! The panel will want to see strong examples of your ability to do what it is you are asking to do.
- Put yourself in the Panel's position. Assessment panellists have a lot of applications to consider. It is very important that all the relevant information is included in clear, concise, direct detail – it's quality, not quantity that will assist!
- Submit the application on time. Late applications will not be accepted. Project and Development applications must be postmarked by the closing date and cannot be faxed or emailed.

And don't forget you can talk through you application and get feedback from our Industry Development Staff on 8267 5111.