



Wide Open Space, Tourism NT

Writing a Funding Application

How to effectively address selection criteria, check eligibility and meet the objectives of the funding program.



Northern Territory
**MAJOR
EVENTS**
Company

Writing a funding application

Looking to secure funding for an event? Check out our tips for event funding.

Before you do anything check if your organisation is eligible to apply.

1. Prepare your application

When preparing your application, take some time to:

- Check the application closing date
- Check what evidence or documents you will need to include
- Review application instructions
- Establish the case for supporting the event
 - Produce evidence of consultation
 - Tell the story of the event and its alignment with the funding objectives

2. Research how much your event will cost

Before writing your application and project plan, you should:

- Avoid inflating costs
- Prepare a budget
- Include a contingency
- Read the guidelines to make sure you can use the money for what you have listed
- Confirm whether your event can go ahead without this money

3. Consider what other funding sources are available

When researching your event cost, consider other funding sources and include these in your application.

Other funding sources could include:

- Federal Government Departments
- Local Councils
- Philanthropic Organisations
- NT Government's Community Benefit Fund
- Local Businesses
- Volunteers
- In-kind contributions

4. What to include in your application

When writing your application make sure you define:

- How the event matches the aim of the funding program
- Who your event will target
- Who will benefit from the event
- What your event will achieve
- When your event will take place
- Where your event will run
- Why your event is important
- How you will run your event

5. What to include in your event plan

When writing your funding project plan make sure you cover:

- A description of your project
- How you will undertake your project
- A budget outlining all costs
- A timeline of key deliverables
- An evaluation of how you will measure your project's success

6. Proofread

- The most important part of any application is to read the guidelines and ensure you meet the criteria
- Have someone review the application to ensure it meets the guidelines, nothing has been left out and there are no typos
- Get someone with an eagle eye to check the numbers in your budget
- Submit your application well before the due date

DISCLAIMER: NTMEC make every effort to provide accurate and up-to-date material for NT businesses to use as resources. However, our material is for general use and information only – it is not designed to be, nor should it be regarded, as professional advice. NTMEC does not guarantee, and accepts no legal liability, for the accuracy, reliability, currency or completeness of any material. You should seek appropriate independent professional advice before making any decisions based on material provided.



Can you answer these questions?

- Who are you?
 - Yes – proceed to next question
 - No – do some more thinking
- What do you want to do?
 - Yes – proceed to next question
 - No – do some more thinking
- Why do you want to do it?
 - Yes – proceed to next question
 - No – do some more thinking
- What do you expect to achieve?
 - Yes – proceed to next question
 - No – do some more thinking
- How much will it cost?
 - Yes – proceed to next question
 - No – do some more thinking
- How much do you want from whom?
 - Yes – proceed to next question
 - No – do some more thinking
- How much (and what) will you contribute yourself?
 - Yes – proceed to next question
 - No – do some more thinking
- How long will it take and when will you need to start?
 - Yes – APPLY
 - No – do some more thinking

For further information to help you plan, run, finance and report on your event, get in touch with us on (08)8999 6286 or email ntmec.grants@nt.gov.au.

