

# Timeline

Week	Date	Task
1		Download funding criteria
		Seek board endorsement
		Assess eligibility
		Note accreditation. required
		create funding concept paper
		Ask for letters of support
		Make appointments with potential partners
2		Confirm partnerships
		Identify research needs and commence
		Draft criteria response
3-4		Commence any accreditation required
		Write/research
5		Receive letters of support
		Draft to board for approval
		Finish accreditation (if needed)
6		Final edit
		Final appraisals
		(Day prior) Submit, unless posting
Due Date		



## Addressing grant criteria

Most funding applications have a set range of criteria that must be responded to as part of your application. This can be the most challenging part of an application. Follow the next steps to make the process easier.

1. Create a document to record your criteria responses and copy or type each of the criteria in the document.
2. Underneath each criteria write a series of dot points to spill your ideas out onto the page. At this point just let your thoughts flow freely.
3. Ask your stakeholders if they have any other thoughts on each criteria and add to the dot points. If you are workshopping a funding application with others, brainstorming responses to the criteria will also assist you to further hone in on your grant concept.
4. When the dot points are exhausted, make a note next to each about data that you need to gather to support the point.
5. Start your research process - or delegate the research to another person.
6. Start to form sentences from the dot points, still free form. You will cull words to meet the word count at a later date.
7. When you are satisfied with your sentences, and have added in the data you've gathered check back to the funding purpose and make sure your words still align with that.
8. Add in any 'buzz' words and concepts that you've gathered in your research and highlight them to make sure they stay within your response.

