

Women in Industry Grants Program

How to write an effective grant proposal

The purpose of this grant program is to support women's participation and leadership in traditional and emerging industries dominated by males. Women often experience significant challenges when working within male-dominated industries because of unintended or deliberate discrimination due to gender bias. This program supports women to enter, remain, succeed and lead in male-dominated industries.

Step 1: Getting started

- Read the grant guidelines and review the application form via SmartyGrants to understand the level of information required.
- Think about what support is needed for women in your industry and to assist structural and cultural change in your industry.
- Talk with your team and organisation about what kind of project, or activity you want to implement within your industry.
- Ensure you have approval from an authorised person (i.e. manager or chief executive officer) to submit an application.
- Check the due date for the grant application and put a reminder in your calendar.

Step 2: Start writing it down

- Have a brainstorming session with your team to discuss what the aims, goals and purposes are for your proposed project.
- Developing a brief project plan can help to focus your initiative to answer the questions but is not required for the grant application.
- Review the 6 separate selection criteria and make some dot points.
- Consider the costs to deliver - are the costs realistic; does it represent value for money?

Step 3: Start your application

- Make sure that you have all the relevant information you will need to complete the application, including:
 - Your organisation's ABN
 - Organisation's address
 - The applicants contact details
- When registering with SmartyGrants, please also consider using an administration email or registering a secondary email in case the main contact is away and doesn't receive notifications via SmartyGrants.
- Authority from your executive (not the same as the applicant) to submit the application. This is outlined in the application form.



Step 4: Review your application

- Ensure all mandatory information has been included.
- Review for clarity and completeness including doing a thorough check for spelling and grammar.
- Ensure your budget meets the eligibility outlined in the grant guidelines (e.g. projects where more than 10 per cent of funds are allocated to administrative costs and projects where more than 20 per cent of funds are allocated to purchase of assets will be deemed ineligible).
- Consider having someone not involved in the initiative read your application.

Step 5: Submit

- Ensure all supporting documentation (e.g. partnership agreement, support letters) has been attached.
- Reminder that late applications will not be accepted.

