

Deb's Top 10 Grant Tips

1. Be prepared to apply more than once before you are successful.
2. Subscribe to the Community Broadcasting Foundation Newsletter at <http://www.cbf.com.au/cbf-update/subscribe-cbf-update/>
3. Check the CBF website to see what's available and when the applications open and close for particular grants.
<http://www.cbf.com.au/grants/key-dates/>
4. Read the guidelines carefully to make sure your project fits within the guidelines.
5. Contact the Grants Officer at BayFM by email grants@bayfm.org The project may not fit into CBF guidelines but there may be other avenues for funding the grants officer is aware of.
6. Be prepared to write an application on your project. This takes a lot of time and continuous editing.
7. Budget is very important so get quotes and be able to justify expenditure and work on \$25/hr for production.
8. Grants have to be acquitted - that means everything has to be accounted for. Keep receipts. And keep notes on what worked and what did not for your final report.
9. The Grants Officer is available to help.
10. Do not leave it until the last minute.