## SHOOTING AUSTRALIA

# Tips to applying for Grants

Grant funding is generally for specific projects. Be clear about what type of project you want to undertake. Then find an appropriate grant to apply for. To help you successfully apply for a grant, follow these steps

* **Guidelines** – carefully read all the guidelines before you start to fill out the application. Make sure your project fits the guidelines. Many grant programs also issue a list of Frequently Asked Questions – read through these as there may be useful tips
* **Application** – if the grant program uses an online system, register your organisation and project early in the period the grant is open. This will allow grant administrators to communicate with you in relation to the program, if necessary
* **Understand requirement** – align the information in your application with the grant program objectives. Understand how the application will be assessed
* **Canvass support** – where it is recommended to do so, identify project partners and get letters of support
* **Deadlines** – be aware of and adhere to the application deadline. Double check your application – have you answered all of the questions and attached / uploaded all relevant supporting material?
* **Confirmation** – get confirmation from the funding agency that your submission have been received. Most online systems will send you a notification email when your application is submitted but if you don’t receive anything – chase this up
* **Keep a copy of this on file**
* **Successful application** – if you are successful, read the grant and terms of conditions, seek authority to accept the funding and complete any funding agreements in a timely manner. Follow other instructions regarding claiming the grant. Make sure you are aware of the terms of the grant and if problems arise with the project,

open discussion with the funding provider before critical date pass.

Acknowledge the funding agency on signage or promote material

* **Letter of Support** - Shooting Australia can provide a letter of support to clubs and state associations for grant application provided the following criteria and process is followed:
* The funding submission is supported by the relevant National and State Associations and documentation to support this is provided to Shooting Australia
* An overview of the proposed project is provided and Shooting Australia support the projects purpose, objectives and contribution to a better shooting community
* The request for the Letter of Support is received at least 14 days prior to the submission deadline
* Any request for Letters of Support should be sent with a link / copy of the grant you are applying for as well as a copy of your grant application so the letter of support can be tailored to support your application

Media Release Template

**Date**

**Headline**

The headline of a media release should summarise the key points but catchy, interesting and strong. It’s designed to get attention and encourage further reading. Make sure you **bold** it.

**Lead Paragraph**

Start with where you are or where the event is (town/city). The lead paragraph is the key part of your media release. Check that it includes WHO, WHAT, WHERE, WHEN, WHY and HOW.

**Body**

The next section may be a few paragraphs and should expand on the lead. It’s the point where you start telling the story. Make sure you prioritise messages from the most important to the least. Use short sentences and short paragraphs and always write in the third person.

The body is the section where you should use quotes. The media won’t be able to use quotes that aren’t attributed to someone so make sure you clearly state who the quote is from.

**End**

The last paragraph is the least important information and can include background information or just summarises the essential information.

**Contact Information**

Add further media information contact: include a contact name, email and phone number

**Boiler Plate (About)**

This is a place you can add more information about the event or announcement that won’t fit or isn’t needed within the media release. It’s an optional part of the media release.

Example Media Release

FOR IMMEDIATE RELEASE March 2, 2021

Headline

Lead

**Top shots to take aim at state honours.**

Three Australian Clay Target Association (ACTA) Hall of Fame members will be among 150 competitors to participate for honours at the South Australian Clay Target Association’s (SACTA) annual state carnival at the State Shooting Park in Virginia between February 4-7.

Multiple state and national title holder Craig Bentley, multiple state, national and world champion Darryn Nichols from Broken Hill, and the current Australian ladies national long break record holder, Commonwealth Games Gold Medallist and Olympic bronze medallist Deserie Baynes will be competing.

On offer are six individual events, and South Australian competitors will have the added incentive to win state representative team selection for the National Titles in Wagga Wagga in October.

SACTA President John Bretag said his Association was mindful of the current situation regarding COVID-19 border restrictions and is hopeful that all borders will be open for the event.

Body

“Many state and national events were cancelled in 2020 so hopefully with restrictions being lifted people will be willing to travel,” said Bretag.

“We have already had people indicate that they are coming from as far away as Darwin, Perth and the western districts of Victoria. They will compete with the best of South Australia over the course of the four-day carnival,” he added.

South Australia has had great success on the national stage having won the coveted national Shoulder to Shoulder teams’ event three times in the past 10 years along with the open teams’ successes and a first up win for the state juniors at the most recent national carnival.

With young eyes and fast reflexes, Liam Morgan, Lochie Koch and Molly Bretag will be sure to take on their more senior counterparts in a bid to win open state team selection.

End

ACTA and its affiliate SACTA are responsible for administrating, promoting, and developing the sport of clay target shooting in South Australia.

Clay Target sports are enjoyed by the whole family as a recreation at a local gun club, or at a competition level from registered local events, state, national and international competitions including World Championships, Commonwealth and Olympic Games.

For more information on participating in clay target sports go to [www.sacta.com.au](https://www.sacta.com.au/)

Contact

For more information on this event please contact the following

President - <Name> <Phone> <Email>

Public Officer - <Name> <Phone> <Email>