



Foundation for the WA Museum Grant Program Tips and Tools

Communication

The Foundation encourages communication and publicity regarding the outcomes of grant projects as these communications help leverage additional support from donors and offer an opportunity to raise the profiles of both the WA Museum and the Foundation.

Grantees are required to ensure that the Foundation for the WA Museum is appropriately acknowledged via logo, text or verbally at project related public forums, publications and materials.

We suggest using any of the following:

Strategic Grants

- This project [collaboration/fieldwork/research] is supported by the Foundation for the WA Museum, funded from the Foundation's Discovery Endowment Fund.
- This project [collaboration/fieldwork/research] is made possible by the Foundation for the WA Museum, funded from the Foundation's Discovery Endowment Fund.

Minderoo Grants

- This project [collaboration/fieldwork/research] is made possible by a Foundation for the WA Museum Minderoo Grant [Minderoo Grant Fellowship], funded from the Foundation's Discovery Endowment Fund.

[with links to FWAM and Minderoo as required].

The Foundation is happy to support all grant projects and if you would like to include a quote from us, please contact our General Manager Communications and Social Impact on nhackett@fwam.com.au. Please note, a minimum of one week's notice is required to obtain the necessary approvals.

Use of Foundation logo's:

Please use our logo in it's original full- colour form on a white background whenever possible.

Should you require any variation to this, please reach out to our General Manager Communications and Social Impact on nhackett@fwam.com.au for further assistance.

Logo files can be found [here](#)

What makes a good grant application?

When preparing a FWAM Annual Grant Application, ensure you understand the grant programme. Check your eligibility and submit a completed application form by the application closing date. Late applications may not be accepted.

A good grant application effectively addresses all the selection criteria and must be signed off by all relevant authorised parties.

Grant writing tips

- Allow plenty of time and answer all questions
- Please write in clear simple English – avoid any jargon or Acronyms. Assume we don't know what they mean.
- Provide a clear and detailed description of how the proposal will be implemented
- Identify strategies with key elements to demonstrate how the activity objectives will be met
- Ensure your figures in your budget add up.
- Avoid using generalisations, rather keep to specific terms.
- There is no shortcut to success – please read the grant information and objectives carefully to ensure your project is in with a chance.
- Ask someone who does not know your project to read the application before submitting to ensure it is clear and easily understood.

Incomplete Applications

If a grant application submitted to the Foundation is missing information, the applicant may be contacted to address the situation. The applicant may re-submit the documentation in line with advice from the Foundation but may not make any additions to the original intended documents. The applicant will be given 5 working days to submit the relevant information/documentation. If the information is not provided within this period, the Foundation will then make the decision to either proceed with the application based on the documentation available or to decline the application.

Late Applications

The Foundation may reject any application that is lodged after the advertised closing date for grant applications. Should this circumstance arise, a request needs to be sent to the Foundation CEO, stating the exceptional circumstances. Should the Foundation approve the late application, the applicant will have 5 working days in which they must submit their documentation.