## Audience and ongoing outcomes

- Identify the audience/s for your project. Specify who the project will be relevant to, attract or support.
- Be specific about what you think the reach and lasting impact of the project will be.

## Planning and ensuring a great result

- Show you've done the research and preparation needed to be able to deliver a great project
- Demonstrate how what you intend to use, who you intend to involve, services you intend to engage, or items you intend to purchase that support recognised good practices relevant to your project
- Be specific about the equipment, materials and processes you plan to use and justify your choices.

## Put numbers on it

- Get quotes for project expenses. Informal quotes are fine (such as costings from websites) so long as it is clear what is included in the quote.

## Relevant support material

- Detailed outlines and a writing sample should be included with publication applications
- For many other types of projects, including website, audio-visual and interpretive projects, sample texts, images, layouts and synopsis of content can be really helpful – include them to help build a picture of your project.
- Include letters of support from relevant groups or individuals who will be consulted, asked for permissions or are collaborating in the project.

## Check everything

- Make sure all the information you've been asked to give is included
- Include attachments that support your application and verify the anticipated project expenses
- Clarity and good editing makes an application much easier to read so it's well worth having another person read over the application before you submit it.

## Assistance with your application

- Please refer to the Frequently Asked Questions available on the History Trust website grants page
- Applicants are encouraged to contact the History Trust to discuss applications and to get advice about completing the application form.
- Email the History Trust at community@history.sa.gov.au