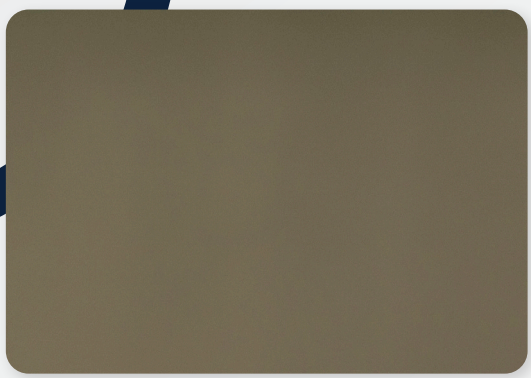
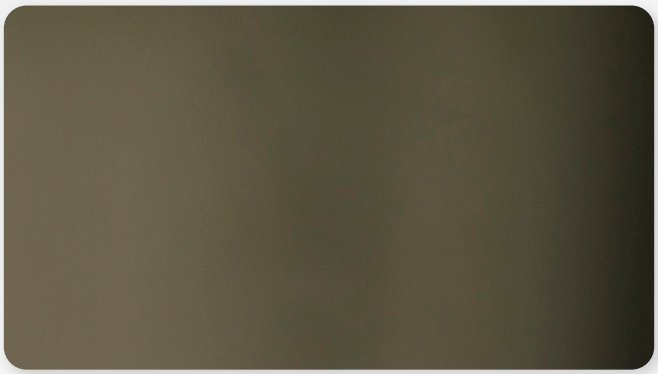
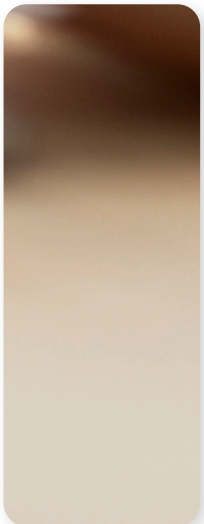




GRANT WRITING WITH AI

A PRACTICAL GUIDE FOR CLUBS AND COMMUNITY ORGANISATIONS



CPRG

TABLE OF CONTENTS

INTRODUCTION 2
STEP 1: UNDERSTAND THE GRANT 4
STEP 2: BRAINSTORMING YOUR PROJECT 5
STEP 3: BUILD THE EVIDENCE BASE 6
STEP 4: DRAFT THE APPLICATION ANSWERS 7
STEP 5: CHECK ALIGNMENT WITH THE CRITERIA 8
STEP 6: PROOF BEFORE SUBMISSION 9
STEP 7: COMPLETE THE HUMAN REVIEW 10
FINAL REMINDER 11

CPRG provides governance, strategy and training to clubs and associations.

Send us a message at
cprgroup.com.au/contact
or simply send us an email to arrange a time to talk.

info@cprgroup.com.au
1800 100 204

INTRODUCTION

AI can help you prepare a stronger grant application, but it should not do the thinking for you. The best applications still come from a clear project, real evidence, a realistic budget and a committee that understands what it is asking for.

Use AI to organise your thinking, test your project, draft responses, identify gaps and review your application before submission. Do not use AI to invent facts, exaggerate benefits or create support that does not exist.

A QUICK NOTE ABOUT AI

It does not truly “think” or “understand” in the human sense. It generates responses based on patterns, context and probability. That means it can be very useful, but it can also make mistakes, sound too confident or invent details if it is not carefully checked.

Use AI as a planning and writing assistant, not as the final decision-maker.

HELPFUL TIP

Start writing early. A strong grant application usually needs evidence, quotes, documents, committee input and a careful review. AI can help speed up parts of the process, but it cannot replace good preparation. Don’t run out of time.

BEFORE YOU START

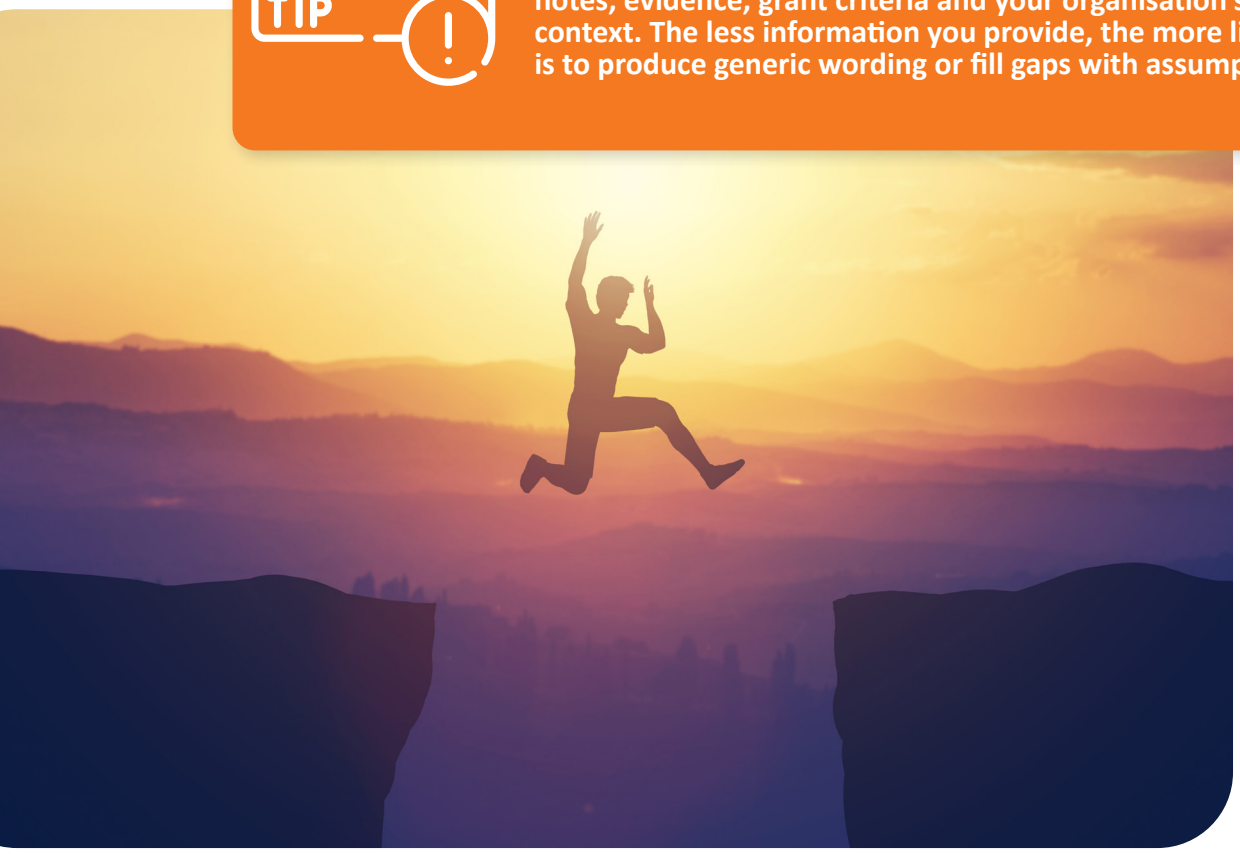
Do not start by asking AI to “write a grant application”. Start by giving AI the right information.

Collect the following before using AI:

WHAT YOU NEED	EXAMPLES
Grant information	Guidelines, application questions, assessment criteria, eligible costs, closing date, word limits and required attachments.
Club information	Club purpose, location, members, programs, volunteers, committee structure and community role. **This is where a strategic plan can be very useful.**
Project information	What you want funded, why it is needed, who will deliver it, when it will happen and what it will cost.
Evidence	Membership data, facility information, volunteer challenges, community need, strategic gaps, demographics, consultation outcomes and letters of support.
Attachments	Constitution, certificate of incorporation, insurance, financial statements, quotes or proposals, budget, annual report and support letters.

HELPFUL TIP

Do not ask AI to write from nothing. Start with your project notes, evidence, grant criteria and your organisation’s real context. The less information you provide, the more likely AI is to produce generic wording or fill gaps with assumptions.



STEP 1: UNDERSTAND THE GRANT

Start by asking AI to summarise the grant guidelines. This helps you quickly understand whether the funding program is a good fit.

EXAMPLE PROMPT

Look at these grant guidelines and tell me the important things I need to know including: key eligibility requirements, assessment criteria, any required attachments, closing date and anything else you find.

Then attach the guidelines or paste the grant webpage link.

Ask a follow-up question.

EXAMPLE PROMPT

Based on this information, is our project to [insert your project] likely to align with the grant? Explain why or why not, and identify what we should confirm before proceeding.

This step helps you test whether the project aligns with the program objectives before you spend time writing the application.

HELPFUL TIP

Do not ignore the funding provider. If eligibility, timing, project fit, budget items or attachments are unclear, contact the provider early. It is better to ask before submitting than to find out later that the project was not eligible or the application was incomplete.

STEP 2: BRAINSTORMING YOUR PROJECT

Once you understand the funding program, use AI to test the project from the assessor's perspective.

Avoid chasing a grant because money is available. Start with the project and check whether the grant fits.

EXAMPLE PROMPT

We are a [type of club or organisation] based in [suburb and state]. We are considering applying for funding to [briefly describe the project].

Attached are the grant guidelines and the application form.

Our [club or organisation] has [number] members and provides [briefly describe your purpose, programs, volunteers and community role].

[Describe the current problem, such as facility limitations, safety issues, capacity constraints or participation needs.]

The proposed project would [describe what the project will deliver and the outcome it will achieve].

Based on the grant guidelines and application form, help us brainstorm the project. Answer the following questions:

1. What should we consider when explaining why this project is needed?
2. What are the likely benefits for [members, participants, volunteers, families] and the broader community?
3. How should we explain why [the proposed solution] is an appropriate solution and represents value for money?
4. What evidence could help demonstrate the current problem, the need for the project and the likely benefits?
5. What information should we include to show that our [club or organisation] has the capacity to plan and deliver the project successfully?
6. What project risks, approvals, [site constraints or installation requirements] or ongoing operating and maintenance costs should we consider?

Be precise. Use actual numbers wherever possible, including our [number] members and any other figures we subsequently provide.

Do not draft the grant application yet. Provide practical notes we can use to develop the project and build stronger responses to the application questions.

Do not invent or assume any facts, statistics, costs, approvals, community support or other information that has not been provided. Where more evidence would strengthen the application, identify what information we should find rather than making it up.

If you need to ask me questions for clarification, do so.

STEP 3: BUILD THE EVIDENCE BASE

AI can help identify what evidence you need, but it cannot verify the evidence for you. Evidence may include club data, member and volunteer feedback, facility information, local demographic information and relevant community trends.

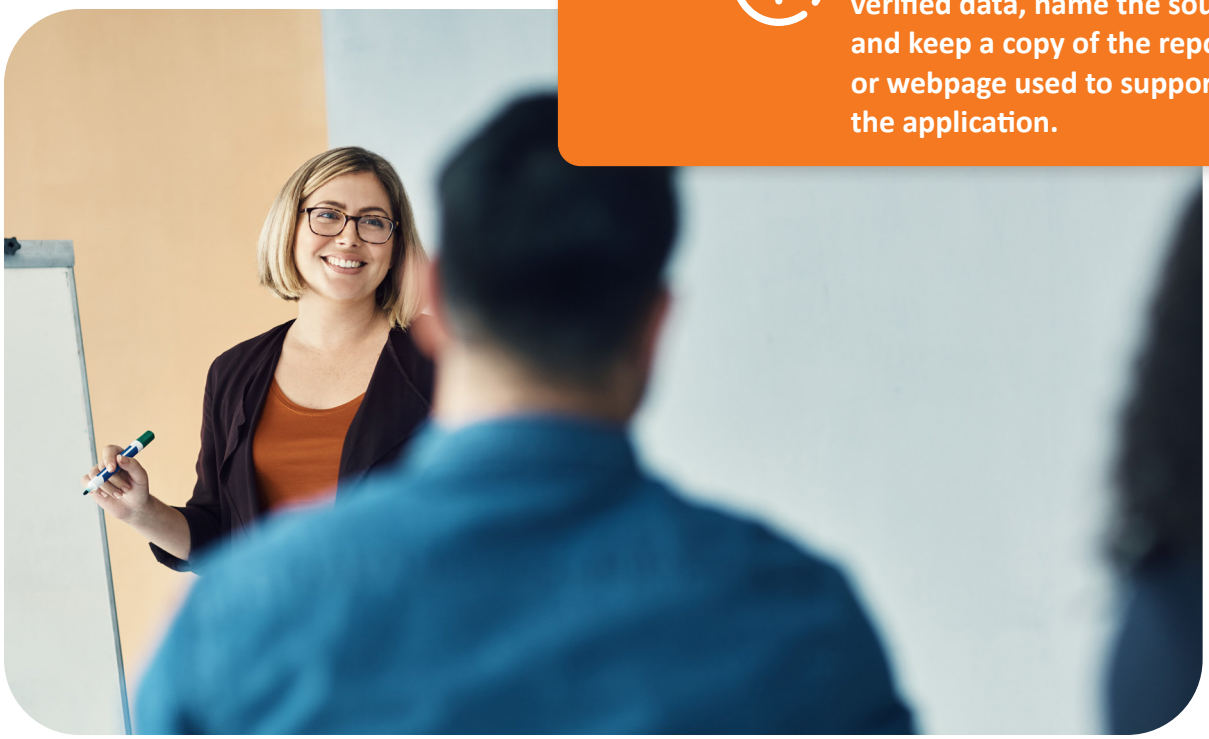
EXAMPLE PROMPT

Help us build an evidence base for our grant application. Based on the project information attached, identify the strongest evidence we should use to address the grant guidelines and criteria.

To gather demographic data, go to the .id community profile or use the Australian Bureau of Statistics Census data. Download or save a report for your suburb, catchment or local area. Look for useful data such as age profile, cultural diversity, disability, household type, income, volunteering, population growth and participation-related indicators. Only use data that genuinely supports the project.

HELPFUL TIP

Do not let AI invent statistics, quotes, community support or demographic claims. Use verified data, name the source and keep a copy of the report or webpage used to support the application.



STEP 4: DRAFT THE APPLICATION ANSWERS

Once the project is clear and you have gathered the evidence, use AI to draft one or two answers at a time. Do not ask it to write the whole application in one go.

Stick to word limits. If the form gives you 250 words, do not write 400 and hope the assessor reads the rest. Use AI to shorten answers, but check that important evidence and criteria links have not been removed.

Answer every question fully. Even if two questions seem similar, answer the question that is actually being asked. And do not copy the AI prompt into your answers!

EXAMPLE PROMPT

Act as an experienced grant writer for a [type of club or organisation] in [suburb and state]. We intend to apply for [grant program name] for funding towards [briefly describe the project].

Our [club or organisation] has [number] members and provides [briefly describe your purpose and community role].

[Describe the current problem.] The proposed project will [describe the outcome].

The application questions I want you to answer are: [paste each question exactly as it appears on the form].

The word limit for each question is [number] words.

Refer to the grant guidelines, application form, project information and evidence base already in this chat. Refer to any question prompts and sample answers in the application form for guidance when drafting your answers.

Draft clear responses that:

- answer the questions directly
- explain the project need and expected benefits
- incorporate relevant terminology from the grant criteria
- use Australian English
- are written in clear, plain English suitable for a reading age of about 13
- avoid exaggeration or unsupported claims
- do not add any facts that have not been provided

Where relevant, address [participant, member and volunteer] safety, accessibility, community benefit, project readiness, value for money and our ability to deliver and sustain the project.

Use actual numbers and evidence where they have been provided, including our [number] members.

If important information is missing, list the gaps before drafting the response. Do not invent information to fill those gaps.

You may need to go back and forth with AI to add depth and make the response more specific to your club. AI can help shape the wording, but it relies on you to provide local knowledge.

STEP 5: CHECK ALIGNMENT WITH THE CRITERIA

Use AI as a reviewer before submission. This is often where AI is most useful.

EXAMPLE PROMPT

Act as a grant assessor. Review the draft responses already prepared in this chat for our [briefly describe the project] against:

- the grant guidelines
- the application form
- the assessment criteria
- the specific application questions
- the evidence and project information already provided

Assess the draft as though you were deciding whether the application presents a clear and convincing case for funding.

For each response, identify:

1. What is strong – including where the response directly addresses the question and aligns with the assessment criteria
2. What is weak or unclear – including anything vague, confusing or poorly explained
3. What sounds generic or unsupported – including claims that need evidence
4. What evidence or information is missing – identify specific information that would strengthen the response
5. What could be improved before submission – give practical suggestions for strengthening the response while staying within the word limit

Use Australian English and do not add any facts that have not been provided. Do not rewrite the responses yet. Give us an assessor-style critique first.

STEP 6: PROOF BEFORE SUBMISSION

Once you have revised your answers, give AI the full draft and ask it to act as an editor. This is a final AI quality check, not a rewrite.

EXAMPLE PROMPT

Act as an experienced grant application editor.

Review the attached draft application against the grant guidelines, application form and assessment criteria.

Check for:

- spelling, grammar, clarity and consistency
- unsupported, vague or exaggerated claims
- jargon or terminology an external assessor may not understand
- unnecessary repetition or information that does not directly answer the question
- whether the strongest available evidence is being used
- whether the application is easy to understand, uses relevant grant terminology and is written in clear, plain English suitable for a reading age of about 13
- whether each response stays within its word limit

Do not rewrite the application. Identify practical final improvements before submission.

STEP 7: COMPLETE THE HUMAN REVIEW

The final review should be done by people, not AI. AI can help identify issues, but your committee needs to check that the application is correct, realistic and supported by evidence.

HUMAN REVIEW CHECKLIST

CHECK	WHAT TO DO
Accuracy	Check every fact, number, date, quote, cost, name and claim.
Criteria	Cross-reference every answer against the assessment criteria.
Evidence	Make sure claims are supported by documents, data, quotes, proposal content or letters of support.
Attachments	Check that every required attachment is included and correctly named.
Budget	Make sure the budget adds up and matches the consultant proposal or quote.
Eligibility	Confirm the organisation and project are eligible before submitting.
Consistency	Check that the same project cost, timeline, outcomes and wording appear throughout the application.
Tone	Make sure the application still sounds like your club.
Proofreading	Ask someone who was not involved in writing the application to read it carefully.
Submission	Leave enough time to fix errors before the closing date.

FINAL REMINDER

AI can help you write a clearer application, but it cannot make a weak project strong. Start with a real priority, collect evidence, check the guidelines, prepare a realistic budget and make sure your committee can deliver what it promises.

The projects that get the dough, are the projects that are ready to go!