



Information Sheet

Funding proposals

An Early Years Network which is clear on its vision and mission and has a detailed action plan may need to prepare funding proposals. Funding proposals allow additional funding to be allocated to the specific initiative the Early Years Network is proposing.

Funding proposal steps:

Step 1: Identify the purpose and amount of funds needed.

Clearly identify what the proposal involves, why it is important and what the limitations or barriers are. Be as specific as possible about the community solution the funding will bring. Be clear about the actions you intend to implement and the outcomes you expect to achieve. Be realistic and optimistic. Determine the required level of funding and source appropriate opportunities.

Step 2: Research and discuss.

Wherever possible, refer to evidence and research to support your proposal. Obtain statements of support from appropriate individuals and groups.

Step 3: Confirm direction.

Align the proposal to the purpose and objectives of the organisation providing the funding opportunity.

Step 4: Write the proposal.

Ensure you meet the requirements of the funding proposal. Follow the funding organisation's guidelines or application forms where available. Otherwise, use a logical format with numbered headings and attached appendices with detailed information. Your proposal must be comprehensive enough for the funding body to make a fully informed decision.

Provide a clear executive summary of your proposal and additional detailed information. This makes assessment of your application much easier.

Avoid abbreviations, jargon, clichés, or terminology which may confuse someone unfamiliar with the concepts about which you are writing.



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Keep it simple and concise. Focus on the benefits of your proposal to both the community and the funding body and the evidence that its outcomes are achievable by your Network with the amount of funding sought.

Techniques such as main-paragraph headings, topic sentences, contents pages and appendices help to make your submission easy to understand and evaluate.

Provide the information requested by the funder.

Ask someone to read your application before you submit it, both for spelling/grammar issues and for content. Your reader should identify any areas that are ambiguous.

More information

To find out more about Early Years Networks, please visit our website or contact:

- **Web:** www.communities.wa.gov.au
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