AcceleratiON
An Entrepreneurship Initiative for
Black- and Indigenous-Owned Music Businesses

Grant Writing Tips

1. **Start well in advance**
   Give yourself adequate time to pull together the required documentation for your application. Certain items, such as Financial Statements, may require additional time to prepare.

2. **Read the guidelines and application requirements thoroughly**
   Ensure that your business and proposed activities are eligible and a strong fit for the program.

3. **If you have questions, don't hesitate to ask!**
   The Ontario Music Office (OMO) is here to help. If you need clarification or have any questions about eligibility or proposed activities, please contact OMO staff ideally no later than 2 weeks ahead of the program deadline. If you wait until too close to the deadline, you may not receive a response in time to address your questions - so avoid that stress and reach out early to AcceleratiON@ontariocreates.ca.

4. **Be realistic with your funding request**
   Build an activity budget that aligns with the track record, capacity and stage of growth of the business. Feasibility of the proposed budget will be part of the assessment process, so it is important that the size of your budget and investment request are reasonable based on what your business has demonstrated it can deliver.

5. **Sell your unique and competitive business case**
   AcceleratiON is a comparative and competitive program, so it's important that you state in your application how your business stands out from the crowd.

6. **Include feasible projected outcomes/results**

   When responding to the application questions about your corporate goals and specific proposed activity/activities, be sure to include anticipated outcomes that are aligned with your demonstrated track record as a business. The projected outcomes must appear to be attainable. It is important to provide a clear explanation of why and/or how the projected outcomes will be achieved.

7. **Be concise and specific**

   Write clearly, succinctly and directly. Word counts are provided for the questions just as a guide, but a longer answer doesn't necessarily mean it is better. The main thing is that you focus in on your key messages and making them as clear and descriptive as possible.

8. **Don't underestimate the importance of supporting documentation**

   The application provides an option for you to supply different types of supporting documentation. The quality and amount of material that you choose to submit can help build your business case, add credibility to your proposed activities, and strengthen your overall application.

9. **Double-check your work**

   Proofread your application thoroughly for spelling, grammar, and completeness. If possible, have someone else read the application prior to submission.

10. **Submit ahead of the deadline (if you can)**

    Ontario Creates' applications must be submitted by **5pm ET** on the published deadline date. Submit early to avoid last minute bottle-necks and/or staff being unable to assist should you have an issue.