



Ashbrooke Sports Club  
West Lawn  
Sunderland  
SR2 7HH  
Registered Charity No. 1087978

# Volunteer Grant Application Writer

September 2023

## Ashbrooke Sports Club's charitable objects

To provide for the inhabitants of Sunderland and its surrounding area, in the interests of social welfare, facilities for bowling, cricket, hockey, rugby, football, squash, tennis and other healthy recreation and leisure time occupation, irrespective of ability and with the object of improving the conditions of life for the said inhabitants.

# Volunteer Grant Application Writer Job Specification

**Location:** Ashbrooke Sports Club, West Lawn, Sunderland

**Duration:** On-going

**Organisation:** Ashbrooke Sports Club

**Role Type:** Volunteer, no monetary compensation is provided

## Position Overview

Ashbrooke Sports Club, a registered charity, is seeking a talented and dedicated volunteer grant application writer to help secure funding for our programs and initiatives. As a volunteer in this role, you will play a crucial part in our organization's ability to achieve its mission by identifying potential grant opportunities and crafting compelling grant proposals.

## Key Responsibilities

1. **Grant Research:** Conduct thorough research to identify potential grant opportunities from foundations, corporations, government agencies, and other sources that align with our organization's mission and programs.
2. **Proposal Writing:** Prepare and write persuasive grant proposals, including letters of inquiry, grant applications, and supporting documents, that effectively communicate our organization's goals, impact, and funding needs.
3. **Editing and Proofreading:** Review and edit grant proposals for clarity, grammar, and consistency to ensure high-quality submissions.
4. **Budget Development:** Collaborate with the finance team to create accurate and detailed budgets that align with grant requirements and guidelines.
5. **Grant Calendar Management:** Maintain a grant application calendar to track deadlines, submissions, and reporting requirements for various grants.
6. **Communication:** Liaise with program managers and organizational leadership to gather information and data necessary for grant proposals.
7. **Grant Reporting:** Assist in the preparation of grant reports, including impact statements and financial reports, as required by grantors.

## Qualifications:

- Strong writing and communication skills.
- Ability to research and identify relevant grant opportunities.

- Detail-oriented with excellent editing and proofreading skills.
- Familiarity with charitable organisations and grant application processes (preferred but not required).
- Willingness to contribute your time and skills on a volunteer basis.
- Excellent organizational skills and ability to meet deadlines.
- Good teamwork and collaboration skills.

## Benefits

- Make a significant impact by helping secure funding for critical programs and initiatives.
- Develop and enhance grant writing skills.
- Join a community of volunteers dedicated to advancing our organization's mission.
- Gain experience in the charitable sector and fundraising.
- Receive recognition and appreciation for your valuable contributions.
- Time Commitment: **Flexible**

## Application Process:

- Interested candidates are encouraged to send a CV and a brief cover letter outlining their qualifications and motivation for applying to [paul.geehan@gmail.com](mailto:paul.geehan@gmail.com).
- Ashbrooke Sports Club is an equal opportunity employer and welcomes applicants from all backgrounds and experiences.