Tips for applying for a successful grant

Grants provide a critical fund source for many environmental projects for schools. There are simple steps you can take to ensure your application has greater chance of success.

Project description
Your project description should be clear and concise. It needs to include enough specific and factual information to spark local media interest. Make sure the project description includes:
- A clear description of the design of the project
- Information about the partners in the project
- Information about the student group engaged

Needs analysis
Your application should include:
- A clear description of the environmental issue that the project is intended to address
- How the issue might be addressed
- Any evidence you have about the problem or issue? Any background research you have done? Clarity about the issue or problem that a project will address is the first step in high quality project design.
- Rationale about why this project is a priority for your school

Project aims and objectives
Your application should include:
- A broad statement about the aim of the project
- Objectives which state the intentions of the project
- Objectives that are measurable or can be described over time
- Objectives that link to the issue or problem
- Information that links parts of the project to each objective

Objectives that link with the project must have real outcomes [e.g., new learning, individual behaviour change].

Deliverables and outcomes
Your application should describe:
- Specific deliverables and desired outcomes of the project
- How these deliverables and outcomes relate to the grant criteria

Integration
Your application should describe:
- How this project will integrate with your schools learning or leadership curriculum
- How this project strengthens partnerships within the community or organisations
- How this project extends or builds on learning from previous projects or how it will be a foundational activity for further projects

Sound evidence
Your application should describe the consultation you have undertaken in developing your project. This involves:
- A review of similar projects and their outcomes
- An assessment of need

Project evaluation

All projects must be evaluated and applicants need to indicate how this will occur. Your application should include:

- Clear statements about the outcomes, key evaluation processes and data that will be collected.

Recommended resource: ***Does your project make a difference? A guide to evaluating environmental projects and programs (OEH)***

Who are you targeting?

Is your project targeting students for curriculum outcomes, the school as a whole or student learning leadership engagement?

Your application should include:

- A description of the target audience that clearly identifies and defines this group. Just saying that the project targets "the school community" is not specific enough.
- A rationale as to why the project design specifically meets the needs of this group.

Communication strategies

Your application should:

- Address how you will communicate your project and its successes and outcomes in the school.
- Consider how you will celebrate the launch and completion of the project in the wider community through channels such as media and partner organisations.

Useful resources

Right from the start! A guide to planning best practice Sustainability Education and Engagement projects (AAEE NSW)

What we need is.....a community education project (OEH)