

# Tips for applying for successful grants

**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 (DECCW)*  
<http://www.environment.nsw.gov.au/resources/communities/040110-Project-Evaluation.pdf>

## 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 resource

- **Recommended resource:** *What we need is.....a community education project (DECCW)*  
<http://www.environment.nsw.gov.au/resources/communities/Community-Education-Project.pdf>