Scout Association of Australia, WA Branch
Grant recipient, December 2025

Aurizon Community Giving Fund

Tips for writing grant applications

September 2025

AURIZON

There's no magical secret to writing a successful grant application, but there are some things that you can do to improve your chances of getting funding. Make each proposal your best proposal. Convey your confidence and enthusiasm for the project!

Address the Criteria and Guidelines

Just as you would target a resume and cover letter for each job you apply for, you also need to tailor each grant application to the guidelines set out by Aurizon.

Take the time to familiarise yourself with the criteria and guidelines and any associated materials in advance of the submission deadline and read them carefully. It would be frustrating to get halfway through your application and then discover that your project doesn't really fit the guidelines or you that do not have the proper information required to complete the application.

Make sure your organisation meets all the required criteria and that the submission directly addresses program guidelines.

Do some research

Visit www.aurizon.com.au/community-giving-fund and see information about our previous recipients. It helps to view these to gather information about previous successful projects and applications. Also, the Aurizon social media accounts have posts about previous submissions and recipients.

Present your submission well

When writing your submission and organising all the information you need to collect, make sure you:

1. Prepare your proposal early - well before the deadline. Try not to rush.
2. Make sure you are clear about what you want to achieve
3. Ensure you have enough information in each section to give Aurizon a view of your objectives
4. Use a clear and concise writing style
5. Critique your own proposal, have someone else proofread it if you can
6. Add links to relevant websites or social media pages if appropriate, each section has a word limit
7. Add relevant images if applicable
8. Keep a full copy of your submission for your own records

Your submission

Keep a record of all emails, discussions and contacts associated with your application.

Good Luck

Thank you for taking the time to apply, and all the best with your application.