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Aurizon Community Giving Fund

Tips for writing grant applications.
May 2019

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 aurizon.com.au/community and see information about our previous recipients. It helps to view these to gather information about previous successful projects and applications.

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. Do not rush!
2. Are clear about what you want to achieve
3. Use clear and concise writing style and avoid jargon
4. Allow plenty of time to complete all the application requirements to meet the submission deadline.
5. Proofread the submission. Have others read your final draft, as well
6. Aim to have no typographical errors, misspellings or sloppy formatting
7. Critique your own proposal
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.