Metro Trains *Moving Melbourne* Community Grants

GRANT WRITING TIPS

We appreciate you taking the time to consider making an application and want you to put your best foot forward.

There's no magical secret to writing a successful grant application, but here are a few tips to help improve your chances.

1. **Read the Application Guidelines and other documents**

This is where you will find out if you're eligible to apply and what types of activities you can get support for. It also outlines the key selection criteria that all applications will be assessed against (hint: if you nail this you're a good chance to win a grant!)

2. **Do some research**

It helps to know what types of projects have been funded by the program in the past. Whilst our program evolves over time, our desire to support targeted and well managed mental health projects remains a priority. Previous grants winners are available at www.metrotrains.com.au/community-grants.

3. **Be specific on funding and impact**

Make sure you are clear about how the money will be spent and include a detailed budget. This helps us understand how your project will work.

Equally importantly, tell us what you expect the impact of your project to be and how you will test that. It could be a survey of participants or testing metrics to demonstrate the change you contributed to. The Australian Government Community Grants Hub has some useful advice on providing strong evidence in a grant application at https://www.communitygrants.gov.au/information/information-applicants/strong-evidence

4. **Present your application well**

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

- Prepare your proposal early - well before the deadline. Try not to rush.
- Tell a compelling story using a clear and concise language.
- Critique your own proposal, have someone else proofread it if you can.
- Add links to relevant websites or social media pages if appropriate, each section has a word limit.
- Add letters of support if relevant (and within attachment limits).

Good Luck! We look forward to reading your application.