

Youth Climate Action Grants



Grant writing tips

These questions will help you define your project. You may need to talk to your team to decide on an answer or ask us for help.

Project description

Be clear and be concise. Think about how you would explain it to a stranger in two minutes or a few sentences.

Once you have described this clearly and briefly, you can add in more details:

Who

- Who you are
- Who is your target audience?

What

- What are you doing? Be specific

Where

- Be precise (instead of “in Yarra”, exactly where in Yarra?)
- Make sure you can access that area – do you need permission/a permit, etc?

When

- Exactly when? (Weekly, one-off, six times, proposed dates)

Why

- Why does your project need to happen? Why in Yarra? Back this up with data if you can – how do you know?
- Why are you the right people to do this?

How

- Exactly how will you do this? How will you reach people? How will you plan it?
- How will you know if you have been successful? Think about how you will measure success. How will you show us you have achieved what you planned?

Research

- Do you know if other groups are doing the same kind of thing in Yarra?
- Make sure you have spoken to your auspice (host) organisation – if you need help connecting with an auspice organisation, let us know
- If there is something you need to purchase for your project, get quotes – this can be a screenshot

Photos

Great photos mean your group or project can be used in Yarra social media and events - that's extra publicity for your project! They can also be used in your next grant application.

Read the guidelines

If your application doesn't show clearly how your project aligns with Yarra's [Climate Emergency Plan](#) it may be marked lower.

Use the checklist below BEFORE you submit your application.

Contact your auspice organisation or the [Climate Emergency team](#) with questions.

CHECKLIST

- ☐ Make sure you are eligible to apply – check eligibility in the guidelines
- ☐ Attend an information session or co-design session for more help. Details will be announced on the [webpage](#).
- ☐ Read the guidelines and make sure your application addresses the questions asked
- ☐ Attach supporting documents (letters of support, images, data, quotes, etc.)
- ☐ Attach your Public Liability Insurance certificate from your auspice organisation
- ☐ Check your budget - see [budget example](#) and more [resources](#)
- ☐ Save your application as you go.
- ☐ Click 'Submit' when you are ready to submit!