# **GRANT APPLICATION CHECKLIST**

**WE HAVE CONSIDERED**

The project meets the purpose of the grant

The club and project are eligible for the grant

The application can be submitted by the deadline

**PREPARING THE APPLICATION**

Clearly define the project and the benefits for the community

Ring the grant provider to ask for clarity on the grant program

Identify who will be assisting to complete the application – delegation

Obtain letters of support from relevant groups to support the project

Collect all supporting documentation e.g. quotes, budgets, insurance documents etc

Address ALL criteria listed in the grants program explaining how the project meets each criteria

Data, statistics and evidence is used to support application

Spelling and grammar is correct

The application is within the word count allocation and is clear and precise

**SUBMITTING THE APPLICATION**

The application has been reviewed and signed-off by club committee

All supporting documents and evidence are included in the application

Application is lodged by the correct means e.g. online, post, email etc

**POST LODGEMENT**

Call grant provider to ensure the application was received

If unsuccessful, call provider to understand why the application was unsuccessful

If successful, collect all relevant information for acquittal process