# **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