

# GRANT APPLICATION PREPARATION CHECKLIST



## FUNDING OPPORTUNITY REVIEW

- Read full grant guidelines
- Confirm organisation & project eligibility
- Confirm key dates & timeframe
- Confirm funding body priorities
- Confirm funding amount available
- Check if matched funding is required
- Identify eligible & ineligible expenses
- Identify funding priorities & objectives
- Identify all mandatory attachments
- Review assessment criteria

## ORGANISATION INFORMATION

- Organisation name and contact details
- ABN and registration details
- DGR or charity status information
- Insurance documents
- Governance documents or policies
- Planning documents (ie Business, strategic, Marketing etc)

## SUPPORTING EVIDENCE

- Letters of support
- Partnership agreements or MOU's
- Examples of previous work or programs
- Previous project outcomes or evaluation information
- Photos (dated and captioned)

## PROJECT PLANNING

- Project goals & objectives are clearly defined
- Activities or services outlined
- Project beneficiaries identified
- Key dates and timelines outlined
- Measurable outcomes identified
- Staffing requirements (inc volunteers) identified
- Evidence of community need/demand
- Necessary approvals or permits identified

## BUDGET / FINANCIAL PREP

- List of all project expenses
- Quotes obtained
- Cash contributions identified
- Evidence of in-kind support & volunteer contributions
- Financial statements

## FINAL REVIEW

- Contact details are correct
- Supporting documents uploaded
- All questions answered
- All required signatures completed
- Application proofread by third party
- Copy of the application saved
- Submission confirmation saved