

GRANT APPLICATION CHECKLIST

Check the list below to ensure you have all the required information

Before you write your grant

- Make sure you understand the grant eligibility criteria. It is essential that you understand what will and will not be funded.

- Plan your project. When you are looking at planning your project, check that it aligns with the aims of the grant. Your project will need to align with the objectives of the funder.

- Call to discuss your project. This is optional, but a phone call is often helpful when writing your grant application. Before you call, write yourself a paragraph about your project and answer questions. This is a fantastic way to make yourself known and establish a connection.

Writing your grant application

- Who is the project for? This is the time to show that you understand the needs of your community. What is the target group for your project, and what is the unmet need for this group? Use data - Is it a large or emerging demographic group? Do you have survey data? Data is your best friend!

- Demonstrate your experience in delivering projects. Funders want to know that your organisation has the capacity to run the program and can measure the outcomes and risks.

- Does the project demonstrate value for money? Are detailed costings provided in the budget? Are quotes provided? Do all of the items listed in the budget meet the eligibility requirements for the grants? Do the items listed align with how you will meet the outcomes in your application?

- Provide supporting evidence. Have a look at the supporting documentation that you will need to attach. This may include evidence of \$20 million public liability insurance, financial

statements, a letter from an auspice organisation and/or quotes.

- Demonstrate collaborative approaches. Funders will look favourably on projects involving other organisations and community partners. It shows that you know and work with other stakeholders to build community capacity.

Before submitting

- Remember to proofread your application prior to submitting it. I suggest asking someone not involved in the writing process to check it. Always remember to give yourself more time to write your grant application than you think you will actually need. Good applications take time, feedback and editing!
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- Submit the application in plenty of time.