

# SUPPORTING EVIDENCE - CHECKLIST

Here is a list of documents that may be required when submitting a grant application. It is recommended to have these documents readily available.

- Letter of Land Ownership and/or Land Consent
- Organisation and Contact details \*ABN, ACN
- Recent Quotes
- Project Scope and Budget
- Letters of support \*Council, local businesses, faculty users, SSO
- Approved DA for infrastructure upgrades
- Insurance Certificates
- Participation data
- Organisation Strategic Plan
- Evidence of 'other' financial contribution \*other grants, fundraising, council contribution
- Plans \*Design plans or Precinct Masterplan- if developed
- Photos

The following documents would be necessary for a Project Plan.

- Project Schedule
- Risk Management Plan
- Communication Plan
- Asset Management Plan or Policy
- Facility Usage Schedule