

Grant application checklist

Important issues to consider before the application

- Is our organisation or business eligible to apply for the grant?
- Are we aware of all contractual requirements if we win this grant? Reporting requirements, publicity, evaluation, auditing?
- Are we realistically able to meet all of the contractual obligations?
- Does our project fit the guidelines? Is our project an eligible activity?
- Does our project fit with our organisation's purpose, and what we want to achieve?
- Does the timing of the grant meet our needs? (allowing for assessment and announcement timelines)
- Does the project align with the objectives of the grant maker?
- Has the grant maker funded similar projects or organisations in the past?
- Have we contacted the grant maker and discussed our idea to clarify any questions we may have?
- Have we contacted and briefed organisations or individuals that we are asking to be involved with our project, or support our project?
- Do we need quotes, evidence, support materials?
 - If yes, have we listed what is required, and assigned a responsible person to get that organised?
- Are we clear about who needs to do what by when to get this grant application prepared and submitted before the deadline?

Writing the application

- Is the purpose of our project clear?
- Have we addressed the purpose and specific aims of the grant program with our project?
- Does the evidence we have provided clearly demonstrate the need for our project?
- Are the benefits of our project well defined?
- Is our language clear, enthusiastic, energetic, and compelling?
- Has our application described how the project meets the grant maker's selection criteria?
- Do we have a well-prepared, realistic budget?

Before hitting the 'submit' button

- Has our application been double checked to ensure that it meets the guidelines, and meets all of the criteria?
- Have we double checked for clarity, spelling and grammar?
- Do we have letters of support tailored to our project from our partners?
- Is the required documentation attached (e.g. quotes, reports, evidence, letters of support)?

For more information

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