**GRANT APPLICATION CHECKLIST**

**BEFORE YOU WRITE YOUR GRANT**

[ ]  Ensure your organisation is eligible for the grant

[ ]  Ensure your project or activity is eligible for the grant

[ ]  Check the application can be submitted by the deadline

[ ]  Understand the implications should be the application be successful – are you project

 ready? Can you deliver to the required timeframes and meet the monitoring

 requirements?

[ ]  Identify who will help in your organisation to complete the application and

 ensure their availability to support

[ ]  Contact the grant provider to ask for clarity on the grant program if necessary

**PREPARING THE APPLICATION**

[ ]  Clearly articulate the problem, goals, and outcomes of your project

[ ]  Explain how the project meets ALL criteria listed in the grants program

[ ]  Ensure your written response answers the question. Poor proposals often fail to do this.

 Re-read the questions to make sure you fully understand what is being asked for.

[ ]  Use data, statistics, and evidence of past experience in delivering projects to support

 your application

[ ]  Collect all supporting documentation e.g., quotes, budgets, insurance documents, letters

 of support etc

[ ]  Write in clear English, avoid acronyms and jargon, and be specific about your goals and

 desired outcomes, rather than using generalisations

[ ]  Ensure spelling and grammar are correct, and the application is within the word count

[ ]  Ensure budget figures add up, and the Income and Expenditure totals match

**SUBMITTING THE APPLICATION**

[ ]  The application has been reviewed and signed-off by necessary people at your

 organisation

[ ]  All supporting documents and evidence are included in the application

[ ]  Application is lodged by the correct means i.e. SmartyGrants

[ ]  Keep a record of your application