

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 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