

## Grant Applications Checklist

<input checked="" type="checkbox"/>	<b>SHOULD WE MAKE AN APPLICATION?</b>
	Identify a grant.
	Would the grant help the Centre?
	Is the Centre eligible?
	What needs to be submitted?
	What are acceptable/unacceptable applications?
	How should the application be submitted? (online or hardcopy?)
	When does it need to be submitted by?
	Who will collate the information and write the application?
<input checked="" type="checkbox"/>	<b>PREPARING YOUR APPLICATION</b>
	Clearly define your project, it's purpose and it's benefit to the community.
	Ring the grant provider and ask for assistance on your application if required.
	Review the application form and process - identify every piece of info required.
	Identify who will prepare & collate each piece of supporting info.
	Identify community partners who will benefit from the project & seek support letters from them.
	Collect & collate all supporting documentation prior to starting the application.
	Complete the application ensuring:
	Every question has been fully answered.
	Spelling and grammar are correct.
	All supporting documents are included, accurate & complete.
<input checked="" type="checkbox"/>	<b>SIGN OFF AND LODGEMENT</b>
	Ensure that the application has been signed off by all authorised signatories from:
	Your Centre
	Local Government Authority (if relevant)
	Little Athletics Victoria (if relevant)
	Have your application reviewed by somebody other than the writer to ensure:
	Every question has been fully answered.
	Spelling and grammar are correct.
	All supporting documents are included, accurate & complete.
	Confirm how the application will be lodged.
	Confirm the lodgement location, date and time.
	Who is responsible for lodging the grant application and when by?
<input checked="" type="checkbox"/>	<b>POST LODGEMENT</b>
	Ring to confirm your application was received or circulate application receipt with committee.
	If unsuccessful, phone the grant provider and request feedback (not only does this give you vital information to improve future applications, it builds relationships between your Centre and the provider which might assist your application next time.
	If successful, share your success with your committee, members and community.
	Promote the grant provider and thank them for their support.
	Outline the next steps in utilising the grant.
	Are there any grant requirements that need to be communicated back to the provider within a certain time frame.
	Does that grant need to be utilised within a specific time period to remain valid?