

Get Grant Ready

I FOUND A GRANT, NOW WHAT?

THIS GRANT CHECKLIST HAS BEEN DESIGNED TO ASSIST YOU IN COMPLETING YOUR GRANT APPLICATION.

There are many types of grants to assist your club with membership, participation, facilities, and events.

Whilst there is no guarantee you will be successful in your grant application, as many grants are over prescribed, you can certainly take steps to give your club the **best opportunity** to be successful.

Some clubs may use a Grant Writer to assist them with their grants. This is fine but make sure you have investigated the depth of the grant and what questions they are asking you to complete first. You may be ok to do smaller grants yourself.

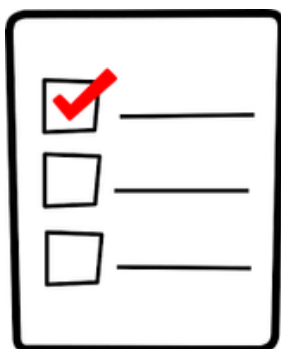
You will find some of the smaller grants (\$5,000.00 to \$10,000.00) may only have a handful of questions which are usually very similar to those you may have answered before. You can expect that the larger the grant, the more information they require, and the more work and time you will need to allocate to complete it. Grant writers charge in different ways, up-front payments, no-win no payment options and a % of your grant amount, so remember to shop around if going this way.

In the meantime, follow these easy steps to get grant ready....

STEP 1: REGISTER

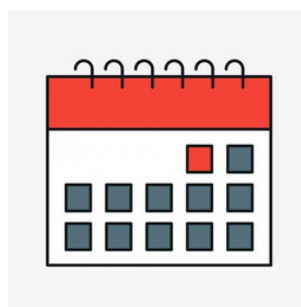
with your Local Council, Local Government Authority and your State/Territory Sport and Recreation Organisation to receive notification of when grants are opening. Where possible create a relationship with your Local Council and/or LGA so you can receive assistance or even be called upon if there is additional funding available. Yes, this actually happens!!!

STEP 2: DEVELOP



a list of the top five funding priorities in your club for the upcoming year.

STEP 3: CREATE



a grant calendar which identifies when grants are released each year so you can make sure your club/grant officer is on the lookout. Some grants have several rounds a year with their dates published at the beginning of the year cycle.

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STEP 4: CREATE

a “Grants Folder” which should be kept online for anyone assisting with grants to access and contain all of the information you usually require for a grant application. Not all grant applications will require all of these items, but most contain a lot of these:



- Certificate of Incorporation/Registration or Number
- Australian Business Number (ABN)
- Public Liability – Certificate of Currency
- Financial Statements (latest and/or audited)
- Copy of Lease, Licence, Ownership, or other tenure
- Strategic Plan/Business Plan/Risk Management Plan
- Governing Body(s) Strategic Plan(s)
- Register of Members – broken down into male, female, and non-binary
- Plans, Designs and Approvals (if applicable)
- Club/State/National Child Safety Policy

STEP 5: START

at the end of the grant, as most grants may have a checklist of required documentation or at the very least read through all the questions to identify what documentation is required. Tip. Read some of the questions and answer yes and no to see if it brings up another question or asks you to upload an evidence documentation. This will ensure you have plenty of time to chase up any supporting documentation.

STEP 6: PREPARE

Supporting documentation for your grant should be requested as early as possible after the grant opens (or even earlier if you are organised). This documentation may include items such as:

- Letters of support from
 - Council/LGA/Local Member
 - Other organisations who use or may use the facility/club
 - Owners
 - Member States and/or Karting Australia
- Quotes (usually need to be within 2 months of grant submission)
- Project Plan (showing key dates of timelines of proposed project and experience of committee in supporting this)
- Additional funding contributors (letter confirming this)
- Marketing Material (if applicable)

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- Photos (if applicable, put all on the same document, not individual uploads)
- Project Budget
- Facility Usage and/or Proposed Usage

Always check the grant provider grant guidelines as they may have templates, they need you to complete for some of this documentation.

STEP 7: CHECK

If you are unsure about a question, answer or how it should be written, check in with Karting Australia Sports Development Manager at sdo@karting.net.au.

STEP 8: THANK GRANT PROVIDER



When you are successful in receiving a grant, do not wait until the project is complete to thank the grant provider. Shout it from your socials and let them know how grateful the club is and to stay tuned for upcoming updates to the grant project.

STEP 9: GET GOING!

Start applying for smaller grants to get your confidence up and always keep a copy of your grant application to refer to for future grant applications.



Get Grant Ready Tips



- Engage emotionally (but no sob stories)
- Assume the reader has no knowledge of karting and has a reading age of 11-13 years.
- Write like a news article – first things first.
- Stick to word limits. If it helps write your answer in a word document and then copy it into the grant application when you are happy with the content and number of words.
- Use short sentences and dot points where you can.
- Be precise... don't fill the space with information not relevant to the question.
- DNU jargon, acronyms, or specific karting terminology – they won't understand it
- Answer every question fully. Most online applications will not let you submit without completing all the questions and uploading the necessary documentation.
- Replicate wording from the guidelines and application questions.
- Support answers with research and documentation.
- Unless not allowed, include relevant appendices, and clearly link to these in your answers.
- Start writing the grant early!!