

Grant Application Checklist

SHOULD WE MAKE AN APPLICATION?

- Find a grant that fits your project.
- Check the grant guidelines.
- Does our project satisfy the purpose of the grant?
- Are we eligible?
- What are unacceptable / applications?
- What needs to be submitted?
- Who will write the grant and collate the information?
- Do we have time to submit an application?

PREPARING YOUR APPLICATION

- Clearly define your project, its purpose and benefit to the community.
- Call grant provider (tell your story & ask if your project meets the criteria).
- Review the application form thoroughly and process –identify every piece of information required.
- Identify who will prepare, organise or collate each piece of supporting information.
- Identify community partners who will benefit from project and seek letters of support from them.
- Arrange a letter of support from Member State and/or Karting Australia.
- Arrange letter of support from council, LGA, owner.
- Collect and collate all supporting documentation.
- Complete your application, ensuring:
 - Every question is written in simple terms and is answered fully and accurately.
 - Spelling and grammar is correct.
 - All supporting information is included, accurate and complete.

SIGN OFF AND LODGEMENT

- Understand how the application is to be lodged.
- Understand the lodgement location, date and time.
- Ensure that the application has been signed off by all authorised signatories from:
 - Your club.
 - Local Government Authority (if relevant).
 - Your sports association or state sporting body (if relevant).
- Have your completed application checked by somebody other than the writer, ensuring:
 - They understand your purpose.
 - They understand your answers.
 - Who will be responsible for lodging the grant application

POST LODGEMENT

- Confirm your grant lodgement on the grant application portal.
- If your club was unsuccessful ring the grant provider and request feedback.



REFER TO HOW TO SERIES – GETTING GRANT READY AND TIPS FOR SUCCESS