***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**Grants Coordinator**

**Role:**

The primary function of the Grants Coordinator is to effectively manage and coordinate grant and funding applications. This role is pivotal in sourcing additional revenue streams for the Club, ensuring that the Club can continue to successfully organise and conduct Kart Racing and Recreational Karting Activities in line with the vision, purpose, and values set by Karting Australia, the State Karting Association, and our Club.

**Responsible to**: The President

**DESIRED SKILLS**

**Record Maintenance**

Ability to maintain clear and accurate records of all grant and funding activities.

Detail-Oriented: Possesses a keen eye for detail, ensuring that every part of the grant application adheres to its respective guidelines.

**Research Ability:**

Effective skills in researching diverse grant and funding opportunities tailored for Karting activities.

**Organisational Prowess:**

Capable of managing multiple tasks and deadlines efficiently.

**Written Communication:**

Demonstrated ability in drafting compelling grant applications and corresponding with funding bodies.

**Teamwork and Interpersonal Skills**:

Ability to work harmoniously with Club members, community partners, and external grant organisations.

**KEY ROLES & RESPONSIBILITIES**

**Club Alignment**: Ensure all activities and applications align with and promote the mission, vision, and values of the Club as well as the standards set by Karting Australia and the State Karting Association.

**Grants Discovery:** Actively research, identify, and prioritise relevant grants and funding opportunities that can benefit the Club's Kart Racing and Recreational Karting Activities.

**Eligibility Verification**: Review and interpret grant/funding guidelines to ensure the Club's eligibility.

**Grant Provider Liaison**: Initiate conversations with grant providers to gather insights, ensuring the club's alignment with their programs and maximising the chance of successful applications.

**Documentation Collection**: Efficiently gather, organise, and collate all necessary supporting documents and information that need to accompany the application.

**Community Collaboration**: Work closely with community partners to bolster the application, leveraging their support where required.

**Presidential Review**: Submit comprehensive applications to the President for a final review and approval. Ensure timely lodging of these applications before the deadline.

**Application Tracking**: Follow up on submitted applications to confirm their receipt and keep the Committee updated regularly on the progress.

**Financial Collaboration**: Work closely with the Treasurer to confirm the receipt of grant/funding monies and ensure proper allocation and use.

**Acknowledgment and Publicity**: Ensure that every approved grant and funding source is acknowledged appropriately through Club communications, the Club's website, and social media platforms.

**Grant Register Management**: Efficiently maintain and update a comprehensive register of all grant/funding applications, their statuses, and outcomes.

**Financial Accountability**: Collaborate with the Treasurer to ensure that all received grant money is appropriately used and reported (acquitted) as per the grant terms.

By embodying these responsibilities, the Grants Coordinator plays a crucial role in propelling the Club to new heights, ensuring its sustainable growth and continued success in Kart Racing and Recreational Karting Activities.