**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 be 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 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