Read the following resources before going through this checklist:

1. **How to identify community needs**
2. **Developing your project**

**CHECKLIST**

APPLYING FOR A GRANT

**Before starting an application**

|  |  |
| --- | --- |
| **Checkbox Checked with solid fill** | **Check eligibility criteria**   * + Review the eligibility criteria for the grant program you are applying for.   + Check organisation eligibility and what costs are eligible to apply for.   + This can be found in Council’s Grant Guidelines and the [Grants and Donations Policy](https://www.georgesriver.nsw.gov.au/Community/Grants-and-Sponsorship). |
| **Research with solid fill** | **Research**   * + Assess suitability of your project against [Council plans and strategies](https://www.georgesriver.nsw.gov.au/Council/About-Your-Council/Council-Plans-and-Strategies).   + Takes notes and use this research for responses within your grant application.   + Read through the entire application form. |
| **Chat bubble with solid fill** | **Support available**   * + Complete the free grant writing training available on Council’s [Grants Help Hub](https://www.georgesriver.nsw.gov.au/Community/Grants-and-Sponsorship/Grants-Help-Hub).   + Attend an Information Session run by Council to know what Council is looking for this grant round.   + Contact the Grants Officer to discuss your grant application. |
| **Document with solid fill** | **Shared documents**   * + Create a shared folder for important documents. Important documents could include organisation registration, insurance, quotes, and letters of support.   + Make sure this folder is shared with other people in your organisation. [Google Docs](https://www.google.com.au/docs/about/) is a good option for this. |
| **Clock with solid fill** | **Set a timeline**   * + Writing a high-quality grant application takes time. Set yourself a timeline to stay on track and ensure you can submit the application on time. |

**When writing your application**

|  |  |
| --- | --- |
| **Pencil with solid fill** | **Word limit**  The word limit for each question is there to guide how much detail the funder wants. The further you progress through the application form the more detail you should provide in responses. |
| **Checklist with solid fill** | **Letters of support**   * + Letters of support should be relevant to the project in your application.   + Request a letter of support as early as possible.   + Reach out to multiple people in case someone does not get back to you.   + The letter of support should include:     - What organisation/person the letter is from (in a professional capacity). This needs to be a different organisation to the applicant.     - How the writer of the letter is connected to your organisation and project.     - Information about your team.     - The skills and experience of your organisation in delivering similar project(s).     - A description of your project, including how it has been received by the community so far (if an existing project).     - Why the project should be funded.     - A formal letterhead and sign-off by an authorised officer.     - PDF format. |
| **Clipboard with solid fill** | **Keep a record**   * + Save responses to questions in a separate document in case of any technical issues.   + Make sure the document is shared within your organisation. |
| **Dollar with solid fill** | **Budget**   * + Have your budget clear and ready to populate the budget template in the application form.   + Include multiple sources of income to demonstrate financial sustainability.   + Consider in-kind contributions such as unpaid staff or volunteers.   + Request quotes early and have them ready to attach to your application.     **Before submitting**  Have someone read over the application who is not familiar with the project.  This will reduce assumed knowledge and check for spelling or grammatical errors. |