

Checklist for applicants applying for funding

Before creating a grant application

- ✓ Have you set aside 20-30 minutes to register as a user and load your application? Your application can be saved and completed at another time. Remember, we don't accept late applications.
- ✓ Do you have access to a PC or a Laptop? The application form is not compatible with mobile devices or tablets. Paper applications will not be accepted.
- ✓ Have you read the frequently asked questions list and glossary?
- ✓ Have you read the grant program description carefully? Is the program a good fit for your project?
- ✓ Have you familiarised yourself with the grant application form?
- ✓ Is your organisation a not-for-profit organisation? If not, are you partnering with a not-for-profit organisation to complete the project? Individuals and for-profit entities are not eligible to receive charitable grants from our foundation.
- ✓ Do you know your organisation's official title and registered business name?
- ✓ Do you have a valid ABN? If not are you partnering with an organisation with a valid ABN?
- ✓ Is your organisation a government entity, such as a school? Please telephone the foundation team to check your availability or discuss using a project partner.
- ✓ Have you got electronic copies of the documents required to be eligible for funding consideration? Grant applicants are required to provide the following documents:
 - a. A copy of your organisation's charitable endorsement or constitution (if applicable)
 - b. A copy of your organisation's current financial statements
 - c. A copy of your project partner's charitable endorsement or constitution (if applicable)
 - d. A copy of your project partner's current financial statements (if applicable)
 - e. A letter of support from your project partner (if applicable)
 - f. Quotes or estimates for all of the budget items listed in the budget tab
 - g. Other supporting documents (if applicable)
- ✓ Has your project already started or is it complete? We are unable to fund projects retrospectively.

Before submitting a grant application

- ✓ Have you saved a copy of your grant application as a word processing document?
- ✓ Have you answered all of the questions to the best of your ability?
- ✓ Have you clearly described your project and its benefit to the community?
- ✓ Have you uploaded all of the documents required?
- ✓ Have you saved your application regularly?
- ✓ Have checked all of the information in your application is correct?
- ✓ Have you checked your application can be easily understood by others? Have you checked your spelling, grammar and use of acronyms and jargon?

Once you're happy with your application please submit it for review. You will be advised of the outcome in writing between six to eight weeks after the program closes.

If you have any questions or concerns please contact the foundation on 1300 304 541 between 9am-5pm weekdays.