

Grant Application Checklist

Checklist

Applying for grants can be challenging. Every application is unique and in a competitive environment you need to put your best foot forward.

To ensure your application is as strong as possible, we have prepared the following tips:

Are you eligible to apply?

- Your organisation must be a Not-for-Profit with a valid ABN that is not a government ABN.

If not, you will be required to have a project partner that meets this criteria who can provide a letter of support confirming:

- That they are supporting the project*
- They will pass the funds on
- How they are adding value to your project.

** A template Partner letter of support is available to download from within the application system. This needs to be completed on their organisational letterhead and signed.*

Are you project ready?

- Why does your organisation need the funding, what problem are you trying to solve?
- What are you requesting funding for? Be clear and concise and don't use jargon.
- Ensure you have clear objectives and realistic goals on what can be achieved.
- What is the timeline for delivery? This should be within a 12-month period.

Do you have community support?

- Can you obtain letters of support from the broader community showing how your projects will benefit local people and/or local community?

Note: Sporting organisations and recreation reserve committees applying to upgrade club facilities, must provide a minimum of two letters of support from **non-sporting groups** stating how the project will directly benefit the group.

Do you have a budget?

- A clear budget that shows the project is well thought out, cost effective and feasible.
- Quotes are required for budget items.
- Where expenditure is for wages, attach a copy of the position description and the award rate.
- List any other funding contributions, fundraising or other grants you have applied for. If you have been awarded other funding, attach evidence of this.

Include your organisation financial information.

- Current signed audited financial statements for a full calendar/financial year are required (for your organisation and your project partner if applicable)

Note: If you do not have audited financial statements, provide a full year's Profit & Loss statement and Balance Sheet.

If you do not have a Balance Sheet, please attach a current bank statement.

How will you support your Funding Partner?

- Have a plan for recognising the contribution from your funding partner. This may include social media, signage, newsletters, or invitations to attend launch of the project.

Note: Remember that your support in promoting their business helps generate the funding for community projects.

Contact the Community Enterprise Foundation for more information

Phone: 1300 304 541

Email: foundation.mailbox@bendigoadelaide.com.au

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