

Grant Ready Checklist

Before you apply for a grant it helps to get organized so you can respond more efficiently. Here are some common documents requested that can help the writing process stay focused, and ensure the project has internal buy in before you apply.

Funders want to see a demonstrated need, value for money, if the project is 'shovel ready', if a concept is viable and what is the quantifiable public, economic and/or social benefits it brings. They want to see your business suitability and experience to manage public funds. Not everything below will be requested all the time, but as a rule of thumb, the larger the grant (>\$50,000) the more documentation expected and the more competitive the grant.

Corporate Business Information

- Registered Business Name
- ABN
- Street and Postal Address
- Board Directors details - Names and Addresses
- Chief Executive Officer and/or Chief Financial Officer details as project sponsor and contact person
- FTE count
- ISO Accreditations, Memberships, and other relevant associations and licenses
- Proof of Banking slip (screenshot or deposit slip showing account and bank letterhead)
- Account details for payment (if successful)
- Capability Profile – Company overview, services and products, markets, years of experience, locations
- 2 recent years audited financial statements

Support Information

- Project description 200 words
- Costed items or activities to be funded by the grant
- Current quotes for major items
- Project Plan
- Project Budget (detail of partners, co-investors, stages)
- Risk Plan
- Stakeholder list
- Economic impact statement or multiplier effect in terms of jobs, spend created
- Details of those to deliver the project e.g. partners, consultants
- Board support to match funding at level required by the conditions e.g. 50/50
- Letters of support from partners, peak bodies, politicians
- Images of the site, location, community impacted
- Business Plans, Feasibility Studies that demonstrate viability
- Marketing Plan showing alignment to business strategy
- Accountant/CEO Declaration

For more information about grant writing and templates call Susan Lee on 0466090600.