**Checklist for submitting a grant application**

Use the following checklist to help prepare an application for grant funding.

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|  | Task | ✓ |
|  | Register and attend a grants information session. |  |
|  | **Guidelines**  Carefully read the grant guidelines available on Council’s website. |  |
|  | **Council Plan**  Read the Council plan or a relevant Strategic plan that aligns with your project. Links are available in the grant guidelines. |  |
|  | **Contact with Council**  All applicants should contact the grants team first to discuss their project/idea. You may need to contact other Council areas, the grants team can assist with this. |  |
|  | **Smarty Grants**  All applications must be submitted electronically via Smarty Grants. You will need to have a Smarty Grants login to do so, and your organisation may also wish to set up a Smartyfile account to enable multiple members to contribute. |  |
|  | **Documents you will need to upload to your application:**   * current Public Liability Insurance (for your organisation and auspice if applicable). * ABN (if applicable) * Child Safe Standards Policy and checklist/Statement of commitment for your organisation and auspice if applicable. * Incorporation number/Evidence of Auspice (e.g. letter) * Financial statement and Annual Report/AGM Minutes |  |
|  | **Additional documentation/information may include:**   * Letters of support * Evidence of research * Permits, plans, drawings and professional reports * Quotes * Property lease/license |  |
|  | **Start Early**  You may like to do this in a word document and then cut and paste into the online application. Late applications will not be accepted. |  |
|  | **Confirmation of submission**  You will receive an electronic receipt when you submit your application. If you have not received a confirmation email, the application has not yet been submit. |  |

**Do you further help?**

If you require help or support with questions in the Application Form, please contact the grants team via 5422 0216 or email [grants@mrsc.vic.gov.au](mailto:grants@mrsc.vic.gov.au). If you experience any difficulties with the Smarty Grants platform, contact the Smarty Grants helpline for applicants via + 61 3 9320 6888.

Register and attend grants Trouble-shooting session, 9 May Romsey Hub, if you require additional support to complete your application.