**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. |  |
|  | Carefully read the grant guidelines available on Council’s website. Always follow advice provided specific to the funding program/category you wish to apply for, as some requirements may vary. |  |
|  | Read Council plan/s relevant to your project. |  |
|  | Contact relevant Council Officer. Make a note of the person you spoke to and what was discussed. You may need to contact more than one Officer. |  |
|  | All applications must be submitted electronically via Smarty Grants using the relevant Application Form for the category you wish to apply for. |  |
|  | Collect all documents you may need to upload (see lists below) and save to your computer. |  |
|  | **Documents you will need to upload to your application:**   * current Public Liability Insurance (for your organisation and auspice if applicable). * ABN (if applicable) * Child Safety Standards documentation (e.g. Child Safety Statement of Commitment/Child Safe Policy and checklist) for your organisation and auspice if applicable. * Evidence of Incorporation/Auspice details and letter |  |
|  | **Additional documentation/information may include:**   * Letters of support * Evidence of research * Permits, plans, drawings and professional reports * Quotes * Property lease/license * Minutes from most recent AGM |  |
|  | Read and complete the declaration part of the Application Form carefully. Ensure that this is completed by an appropriate member of your organisation, e.g. President, Treasurer |  |
|  | Prepare your application in advance of the closing date and time. Late applications will not be accepted. |  |
|  | Ensure you have responded to all compulsory questions in the application form. (The form will be not let you submit unless all compulsory questions have been answered.) |  |
|  | Register and attend grants Trouble-shooting session if you are having any difficulties or require additional support to complete your application. |  |
|  | Keep a record of your application. You will receive an electronic receipt when you submit your application. |  |