**Checklist for submitting a grant application**

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

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|  | **Task** | ✓ |
|  | Carefully read the grant guidelines available on Council’s website.  |  |
|  | All applications must be submitted electronically via Smarty Grants. Please register with SmartyGrants if you are not a current user of this platform. |  |
|  | 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:*** ABN (if applicable)
* *current* Public Liability Insurance for your organisation (if you do not have insurance you will need an Auspice for the purpose of this grant)
* Incorporation Number (if you do not have an Incorporation number you will need an Auspice for the purpose of this grant)
* Auspice letter and details (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.
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|  | **Additional documentation/information may include:** * Event Plan (including site plan, risk management, event management plan)
* Quotes
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|  | Ensure that the declaration part of the application form 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.)  |  |
|  | Keep a record of your application. You will receive an electronic receipt when you submit your application.  |  |