**Grant Application Checklist***Use this checklist to prepare your grant application. Tick off each step as you go!*

**General Steps**

* Attend Information Session. *Register and attend a grants information session.*
* Read the Guideline. *Carefully read the grant guidelines on Council’s website.*
* Review Council or Strategic Plan  
  *Read the Council Plan or a relevant Strategic Plan that aligns with your project. (Links via the grant guidelines.)*
* Contact a Grants Officer  
  *Speak with the grants team about your project. They may connect you with other relevant departments.*
* Submit via SmartyGrants  
  *All applications must be submitted electronically through SmartyGrants.*
* *Ensure you have a login*
* *Consider creating a SmartyFile account for team collaboration*

**Required Uploads**

* Public Liability Insurance (for your organisation and auspice, if applicable)
* ABN (if applicable)
* Child Safe Standards Policy and checklist / Statement of Commitment
* Incorporation number or Evidence of Auspice (e.g. letter)
* Financial Statement and Annual Report / AGM Minutes

**Additional Documents (if applicable)**

* Letters of Support
* Evidence of Research
* Permits, Plans, Drawings, and Professional Reports
* Quotes
* Property Lease or License

**Start Early**

* Draft your responses in a Word document first, then copy and paste into the online application.  
  Note: Late applications will not be accepted.
* Confirm Submission  
  You will receive an email receipt after submitting. If you don’t get one, your application is not submitted.

**Need Help?**

Grants Team: 5422 0216 or grants@mrsc.vic.gov.au

SmartyGrants Helpdesk: +61 3 9320 6888

**Or bring your application to a Drop-in Support Session:**Woodend Neighbourhood House – Monday 5 May - 9.30 – 11.30am

Romsey Hub – Tuesday 13 May — 9.30 – 11.30am