**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
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|  | **Additional documentation/information may include:** * Letters of support
* Evidence of research
* Permits, plans, drawings and professional reports
* Quotes
* Property lease/license
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|  | **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. 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.