C:\Program Files (x86)\Microsoft Office\MEDIA\CAGCAT10\j0222015.wmf**Is your club ‘*Grant Ready’*?**

**A checklist to help your club submit a complete and thorough grant application**

* Identify project 🡪 email council sport & rec advisor to let them know what you seek/would like funding for (do this as early as you can, regardless of when applications are open)
* ABN number
* Bank details
* Incorporation number
* Date of incorporation
* Incorporation status (Very important to check with Office of Fair Trading, don’t just assume that it is up to date!!)
* GST registration status
* If registered for GST, date of registration
* Full legal name
* Street address
* Title reference (ie Lot xx on RPXXXXX)
* Postal address
* Site tenure arrangement
* Club accountable officer name, position held, phone , email (president)
* Contact person name, position held, phone, email (secretary)
* A brief description of the organisation applying (only need to write this once, can be recycled for future applications)
* The program/project description (Blurb about why you need the funding, how will it help/benefit the community)
* The program/project budget
* The amount of assistance requested
* All other sources of funding for the project
* How the applicant organisation meets the grant criteria
* A guarantee that the program will proceed and monies received will be spent on the

purpose for which the money was given

* Copies of the latest annual report and a copy of the audited financial statements
* Permission by landowners (council approval)
* Letters of support🡪 Local councillor, state member, BQ (Col Dick) (use the project and club descriptions from above to send to people you are trying to get letters of support from🡪 they like to know how the funding/project will benefit the community at large, before they provide a letter of support)
* 3 quotes/or a quantity surveyors report
* Approvals sought
* Sign off/letter of support from council/DNRM
* Collect/Provide any other necessary information/documentation for grant application
* Submit application

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**Information to fill out prior so you have it ready to go**

**Full legal name:**……………………………………………………………………….

**ABN number:**…………………………………………………………………………..

**Bank details**:…………………………………………………………………………….

**Incorporation number:**…………………………………. **Date of Incorporation**:………………………..

**Incorporation status: Up to date/ out of date**

**GST registration status:**…………………… **(If registered) Date of registration:**…………………

**Street address:**…………………………………………………………………………

**Postal address:**………………………………………………………………………..

**Title reference; (i.e Lot xx on RPXXX)**………………………………………

**Site tenure arrangement:**………………………………………………………..

**Club accountable officer:**………………………………….. **Ph/email:**…………….………………………….

**Contact person details (name, position held, ph, email)**:…………………………………………………..

**Brief description of club: (1 paragraph)**

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**Preparing grant applications**

* Grant applications usually have to demonstrate that the project in question is feasible and meets the appropriate policy goals or priorities of the particular grant agency
* A well prepared and well-written application, that is clear about its objectives, budget and processes, will help considerably in winning grants from government/trusts/corporations
* Good grant applications take planning, time and considerable effort
* It is rare that applications put together in a last minute panic are successful
* **In the past few years expectations about the quality of presentation and the sophistication of grant applications have gradually increased**
* Although specific criteria may vary with each grant scheme, most grant applications require similar types of information
* After developing the grant application, it must then be ‘marketed’ to the appropriate bodies. Personal communication with the funding organisation may help with this process
* Discussing the priorities of the granting agency and asking how the sport and recreation organisation's application can be improved, are ways of getting the granting agency involved and increasing awareness about the intended project. However, there is a fine line between an enthusiastic applicant and an annoying nuisance!

**Clubs with successful grant applications usually:**

• Prepare the application well in advance

• Pay careful attention to the details required and presentation quality

• Clearly outline the goals and objectives of the project

• Describe why the project is needed and support this with facts and figures

• Detail the methods used to conduct the project

• Indicate the expected outcomes of the project

• Consult advisory officers in relevant trusts and departments where appropriate

• Submit applications before the closing date

**Follow these steps and tick off the boxes in the checklist to ensure the club has the best application possible!!**