

GRANTS & FUNDING CHECKLIST

FOR YOUR GRANT APPLICATION TO STAND OUT AMONG THE HUNDREDS OF APPLICATIONS, IT NEEDS TO BE NOTHING LESS THAN OUTSTANDING. TICK EVERY BOX IN THIS CHECKLIST, AND YOU'LL BE ONE STEP CLOSER TO SUCCESS.

Source throughout the document - The Grants Guy & The Funding Centre

STATEMENT OF NEED

Before you begin anything you must compose a statement of need to determine if you should apply for the grant

- How will the defined population be impacted or different when the project is completed?
- What documented proof/evidence is available to support the need of your project?
- Who will your project serve?

REVIEW THE PROCESS

- Direction** - does this project align with your strategic plan? How does it relate to your own goals?
- Internal consultation** - have the support of your organisation, local council and state or federal government (if necessary)
- Funder consultation**- have you checked the outline of your application with the potential funder? A phone call may save you a lot of work, and it may establish a valuable relationship with the grant funding staff.
- Proofreading** - make sure it is proofread by someone externally

REVIEW THE FRAMEWORK

- Cover letter**- Does the submission include a cover letter describing how your project will further the grantmaker's mission?
- Executive summary**- Does the submission include an executive summary that says clearly:
 - Who is applying for the grant?
 - Where the proposing organization is located?
 - Who is being asked to fund the grant?
 - Why the grant is needed?
 - What the grant money will be used for?
 - When the funding is requested?
 - How much money is being requested?
- Attachments** - have you checked off the attachments to the proposal against the list of attachments required? Are all the attachments clearly labelled throughout the paper with an appendix to detail what is there?

REVIEW THE STYLE

- Language** - is the language specific, accurate, concise, and clear? Is the language indirect and tentative *It seems that it is possible that we might...* you then need to change it to strong and positive *We will...*
- Simplicity**- is the proposal written mainly in short, simple, declarative subject-verb-object sentences?
- Accuracy**- has the proposal been checked and rechecked for typos and misspellings? Don't leave that to the spellchecker.
- Clarity**- Are acronyms spelled out in full at first use e.g. Macleay Valley Coast (MVC)?

REVIEW THE BUDGET

- Numbers-** does the proposal contain a detailed budget? Do the budget numbers add up? Make sure someone checks this
 - Other funding sources-** does the submission disclose any funding you've got for the project from other agencies?
 - Overheads-** does the budget include provision for your administrative overheads and resourcing?
 - Bottom line-** have you done your financial calculations accurately enough to know for certain whether your proposal involves a profit, break-even, or loss?
 - Back-up-** do you have a back-up plan for your proposal if you are granted only part of the funding you want?
 - Scalable budget-** does the submission have a budget that breaks up the budget into tiers so if you don't get the proposed amount you can still be offered a small amount?
 - Schedule-** does the submission include a project schedule? In graphic format? One that you will be able to keep to if you get the grant?
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REVIEW THE COMPANY'S DETAILS

- Skills-** does the proposal include a section demonstrating that your organisation has the skills, knowledge and ability to make the project a success?
 - Own contribution-** does the budget contain a contribution (in money, in kind, or in volunteer time) from your own organisation to demonstrate your belief in and commitment to the project?
 - Commitment-** does the proposal commit your organisation to some further work in this area even if you don't get the grant?
 - Fit-** does the proposal not only show that your organisation can deliver the project but show that your organisation is the body best fitted to deliver it?
 - Partnerships-** does the proposal demonstrate constructive partnerships with all other players with interests in the area? Does the proposal contain letters of commitment and endorsement from all the partners you've mentioned?
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WHY ARE PROJECTS DECLINED?

- No 'wow' factor - make sure the first 20 words are an impact statement & interest the reader from the beginning
- Prospective client groups haven't been involved in planning and determining the project - engage with all people to be involved & show evidence of this
- Proposal is poorly written - no waffle, to the point and backed up with facts & figures
- Proposal objectives don't match objectives of the funding source
- Proposal budget is not within the range of funding available