

Grant Reference library	Check
Audited financial statements	
Insurance details	
ABN, bank details, proof of NFP status	
Resumes of key staff	
Brief description of our organisation – 25-50 word version and 100-200 word version	
Completed Project Logic Form	
Summary of our organisational capability and history, including experience and accomplishments	
Up-to-date evidence of your organisation’s success and capability including awards, evaluations and feedback from clients and partners	
A copy of past grant applications with any feedback	

Tender response plan checklist	
Milestones and key dates	
Outcomes sought	
Key requirements of the program	
Tender team and roles	
Bid Strip/Checklist of inclusions	
Letters of support – make sure they are current and relevant to this project	
Evidence of other financial contributions	

## Checklist – Before you submit

Yes, we have....	Check
Downloaded the guidelines and followed them	
Talked to all our key partners	
Answered all the questions comprehensively – don't rely on using a previous grant application	
Provided evidence of the need for the project	
Provided evidence that we can deliver this project	
Shown that we understand the objectives of the funder	
Highlighted our unique point of difference	
Checked our answers are clear, concise and simple	
Checked spelling and grammar	
Checked for copying and pasting errors	
Cross-checked our numbers – make sure figures in the budget summary match the budget tool	
Proof read the whole application including headings and our organisation's name.	
Had someone else proof read it – it's a good idea to have someone who is a bit removed from the application proof read it.	
Included all the attachments required, including letters of support	
Made sure that our application is ready to submit well before the deadline - don't leave it to the last minute!	