

# GRANT APPLICATION *checklist*







Here's a list of important things to consider when you're writing your grant application for a grant program.

- ✓ Once you've found a suitable funding program, read the guidelines carefully.
- ✓ Check the deadlines, allowing plenty of time to write your application.
- ✓ Check you are eligible to apply. Does your project meet the selection criteria?
- ✓ Do you address all items in the grant funder's guidelines?
- ✓ Have you provided a clear project summary?
- ✓ Does your application comply with the timelines?
- ✓ Does your application include information on how you will deliver the project and include any project partners and their details?
- ✓ Does your application adequately demonstrate the issue / need you wish to address through your project?
- ✓ Does our proposal specify realistic and measurable project objectives?

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-  Does your application show why this project is unique, innovative, and different from (and an improvement over) existing programs.
-  Does your application contain a detailed budget that is accurate and adds up?
-  Has your final version of the application been reviewed by someone not involved in writing your application?
-  Is your application in the format requested?

If you've ticked off the majority of these components on this checklist, then you're pretty good to go!

Good luck!

And if this seemed way too hard, reach out to Liz to have a chat about her grant application review service. She's happy to help!

Email [liz@grantsclub.com.au](mailto:liz@grantsclub.com.au)

As heard on...

