



## GRANT WRITING APPLICATION CHECKLIST



1. Know what you want to do, who for, why you want to do it, how you will do it	<input type="checkbox"/>
2. Be realistic about what is achievable	<input type="checkbox"/>
3. Have you read the application guidelines and eligibility criteria carefully? Does your project meet the funding body's criteria?	<input type="checkbox"/>
4. Does the application have a clear project description, objectives and outcomes?	<input type="checkbox"/>
5. Have you provided evidence to support the need for your project?	<input type="checkbox"/>
6. Have you demonstrated support for the project from your target group and community?	<input type="checkbox"/>
7. Have you supplied a comprehensive budget (including in kind support) and accompanying quotes for equipment, refurbishment and consultancy etc?	<input type="checkbox"/>
8. Have you demonstrated how you would evaluate your project?	<input type="checkbox"/>
9. Have you shown your project is good value for money?	<input type="checkbox"/>
10. Is your application easy to read, is it typed and been checked for clarity and correctness?	<input type="checkbox"/>
11. Have you identified who will manage the project?	<input type="checkbox"/>
12. Do you understand the reporting requirements/obligations of your grant deed including: acknowledgement of funding requirements; financial management and reporting requirements; timeframes; evaluation and approvals for changes to project?	<input type="checkbox"/>