

Application Checklist

A printable checklist covering everything applicants need before submitting.

Use this checklist to ensure you have covered all your bases before you click Submit. Missing a single document or failing to answer a question can be the difference between success and failure.

Section 1: Pre-Submission Planning

- Grant guidelines have been read and understood in full.
- Your organisation and project meet all eligibility criteria.
- You have researched the funder's past projects and strategic priorities.
- A clear project plan with SMART objectives has been finalised.
- Team roles and responsibilities have been assigned.
- The submission deadline (including time zone) is in your calendar with a buffer.

Section 2: Application Narrative

- Every single question on the application form has been answered completely.
- All responses are within the specified character or word limits.
- The narrative is free of jargon and tells a compelling, evidence-based story.
- The problem statement is supported by data and evidence.
- Outcomes are clearly defined and measurable.
- The narrative explicitly connects your project to the funder's stated goals.

Section 3: Budget

- All project costs are included and figures are realistic and well-researched.
- All mathematical calculations in the budget have been double-checked.

- A clear budget narrative explains each line item.
- In-kind contributions (volunteer hours, donated goods) are listed and valued.
- Quotes have been obtained and attached for major capital expenditures.
- GST treatment is handled correctly as per the funder's instructions.

Section 4: Supporting Documents

- All mandatory attachments have been gathered and are in the correct file format.
- Files are named clearly (e.g., OrgName_ProjectName_Budget.pdf).
- Letters of support are signed, dated, and specific to this project.
- Most recent audited or reviewed financial statements are attached.
- ACNC registration certificate or other legal status documentation is included.
- Up-to-date CVs for all key project personnel are attached.

Section 5: Final Review

- The entire application has been proofread by at least two people.
- Someone outside the project has reviewed the application for clarity and impact.
- All contact information is current and accurate.
- The application has been signed off by the authorised person in your organisation.

"Remember: A complete, well-prepared application demonstrates professionalism and respect for the funder's time. Organisations that consistently submit thorough, high-quality applications build a positive reputation with funders over time."