

- SHOULD WE MAKE AN APPLICATION?**
 - Identify the grant
 - Does our project satisfy the purpose of the grant?
 - Are we eligible?
 - What needs to be submitted?
 - What are unacceptable / applications?
 - How is the application to be submitted (online or hard copy)
 - By when?
 - Who will write the grant and collate the information?
 - Do we have time?
 - Should we make an application?

- PREPARING YOUR APPLICATION**
 - Clearly define your project, its purpose and benefit to the community
 - Ring the grant provider (tell your story and ask their help for your application)
 - Review the application form and process – identify every piece of information required
 - Identify who will prepare, collate or collate each piece of supporting information (due dates should be well prior to lodgement date)
 - Identify community partners who will benefit from project and seek letters of support from them
 - Collect and collate all supporting documentation
 - Complete your application, ensuring:
 - Every question must be answered fully and accurately
 - Spelling and grammar is correct
 - All supporting information is included, accurate and complete

- SIGN OFF AND LODGEMENT**
 - Ensure that the application has been signed off by all authorised signatories from:
 - Your club
 - Local Government Authority (if relevant)
 - Your sports association or state sporting body (if relevant)
 - Complete your application is reviewed and checked by somebody other than the writer, ensuring:
 - Every question is answered fully and accurately
 - Spelling and grammar is correct
 - All supporting information is included, accurate and complete
 - Understand how the application is to be lodged
 - Understand the lodgement location, date and time
 - Who will be responsible for lodging the grant application (and by when)

- POST LODGEMENT**
 - Ring to confirm that your grant was received
 - If your club was unsuccessful ring the grant provider and request feedback. (Not only does this give you vital information on how you can improve your grant application it continues to build the relationship between your club and the grant provider which will become the basis for next time you apply for a grant with them)