BELGRAVIA SPORTS COMMUNITY

GRANT APPLICATION CHECKLIST

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Does your club have the following resources......?

Club Information

- ☐ Registration details
- ☐ Club history and mission
- ☐ Detailed strategic plan that outlines your club's goals, strategies, and how the grant will help achieve them.
- ☐ Recent financial statements
- ☐ Project budget
- ☐ Evidence of any financial co-contribution required

Project Proposal

- ☐ Project description
- ☐ Project objectives
- ☐ Benefits to your club and the broader community
- ☐ Data to support the application
- ☐ Case studies from other clubs completing similar projects
- ☐ Letters of support from relevant stakeholders
- ☐ Timelines and milestones of the project

Governance and Legal Documentation

- ☐ Club constitution and bylaws
- ☐ Policies and procedures relevant to the project
- ☐ Child protection policies
- ☐ Insurance certificates
- ☐ Liquor licenses, food handling certificates and staff qualifications (where applicable
- ☐ Any reports, marketing materials of partnership agreements applicable to your club's situation

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Does your club have the following content ready for a grant application.....?

Application Sections

- ☐ Executive summary
- ☐ Needs statement (explaining the needs of your club, and how the project will address them)
- ☐ Goals and objectives (clear and measurable)
- ☐ Budget
- ☐ Sustainability plan (explaining how the club will upkeep the facilities or programs you are seeking funding for)

When submitting your application, remember:

- Submission Format: Follow the specified submission format (e.g., online portal, email, postal mail).
- Confirmation of Receipt: Confirm that the funder has received your application
- Deadlines: Ensure you complete the application before the deadline and plan to submit well in advance.
- Track Application Status: Keep track of your application status and correspondence from the grant provider.
- Maintain Communication: Be responsive to any follow-up questions or requests from the grant provider.

By ensuring all these documents and resources are prepared and organized, you will be well-equipped to submit a successful grant application.

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