

ORGANISATION GRANT READY CHECKLIST

The Grant Club has prepared a grant ready checklist to assist your organisation to gather data and information to take full advantage of funding opportunities as they arise. With most grant and funding programs open for only 4 weeks, this checklist can help you be prepared in advance reducing the time and stress involved during the application process.

Organisation Governance

An understanding of your organisational structure and status will allow for a quick analysis of grant and funding eligibility criteria.

- Are you a Company Limited by Guarantee, an Incorporation or an Association.?
- Do you know your Company Number, Association or Incorporation Number?
- Do you have an ABN?
- Are you registered for GST?
- Is your constitution current (reviewed/updated in the past 5 years) and includes a clause for funds distribution to the community if winding up was to occur?
- What is your Mission and Goals of the organisation?
- Do you have DGR (Deductible Gift Recipient) tax classification?
- Is your organisation registered for TCC (Tax Concession Charity)?
- Is your organisation registered with ACNC (Australian Charities and Not-for-Profits Commission)?
- Are financial records up to date?
- Check Current insurance policy – Public Liability coverage is current and valid.
- Do you own the land? Do you need land holder permission for your project?
- Do you pay ground hire fees?
- Are written leases or agreements in place?

Organisation Information

Record some information about your organisation that is easily accessible for future reference.

- How many members do you have?
- How many volunteers do you have?
- Do you have a wish list with priorities identified?
- How many years has the organisation been operating?
- Number of events you hold each year?
- Who do you service/support? Demographic information about clients/customers.
- Do you have regular users of the grounds? Record how many members they have, how many volunteers they have and how often they use the grounds.
- Has the organisation hosted events, completed infrastructure projects or implemented programs before? Document the project, who was involved and how successful it was, this can be used to demonstrate the organisation's capacity to manage and deliver the project.
- Any key events, high profile members or success stories associated with your organisation?
- Have you been successful in previous funding applications? Do you have the login details?

Project Information

Things to think about before applying for funding.

- Is a Development Application (DA) required?
- What is our project budget?
- Who will manage the project?
- Source quotes and draft project costs.
- Are we providing a co-contribution? Cash or in-kind?
- Is the project part of a larger project?
- Are we collaborating with other organisations?
- Can the project be completed in stages?
- Can the project be completed within the specified funding timeframe?
- Do you have community support?
- Does our insurance cover the project?
- Who will benefit from the project and how?
- Has the committee approved the funding application and contribution?

Supporting Documents

These supporting documents may be required as mandatory documents as part of your funding application.

- Business Plan – How is the organisation going to achieve its goals. Sets the vision and direction of your organisation.
- Procurement Plan (Do we have a policy), how does your organisation approve purchases, contract services and fund projects.
- Project Plan – How will your organisation manage the project, which professionals will you engage? Please note when funding is over \$150,000 it generally needs to go to public tender therefore you can generally not nominate a builder
- Risk Management Plan – How will you manage the risks of a construction site with the day to day needs of your organisation.
- Letters of support from user groups, other organisation's, State Members and Federal Members.
- Letter of approval from the land owner and lease if required.
- Photo evidence to demonstrate your project needs.
- Copy of your financials for at least the past 2 years including your balance sheet and profit and loss statements.