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| Requirement Checklist: | Yes |
| Below is a list of possible grant requirements. Only take note of those that are relevant in the grant application you are applying for. Not all grants ask for the list below: |  |
| Cover letter if applicable |  |
| Executive Summary - Overview of your business including vision and mission statements |  |
| Company Profile or Capability Statement |  |
| The purpose of the funding (uses) |  |
| The amount of funding required |  |
| Qualifications and Curriculum Vitae of key staff or sub-contractors |  |
| Project Plan |  |
| Complete Budget |  |
| All requested attachments |  |
| Testimonials or Referees (make sure to let all referees know that they have been named in a submission and may be contacted) |  |
| Reporting and Accountability Practices and Processes |  |
| Financial Management Systems and Processes |  |
| Conclusion or Summary |  |

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| Grant Application | YES |
| Meets all eligibility criteria |  |
| Read and Understood all requirements |  |
| Application is in the correct format and meets technical requirements |  |
| All questions have been responded to thoroughly and clearly, addressing the specifics of every question |  |
| Language is simple and easy to read, with any acronyms also provided in full |  |
| Documents have been checked for accuracy and presentation |  |
| Application has been checked by a neutral party |  |
| All Attachments meet the requirements i.e. file type and size |  |
| All Attachments have been named and uploaded correctly |  |
| The Budget has been uploaded in the correct format (if a separate spreadsheet is required) |  |
| Project Plan is attached (if required) |  |
| Application will be submitted by the specified date and time |  |
| A copy of the application has been created and filed |  |
| Notes: | |