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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: |