Grant'd

GETTING GRANTS READY CHECKLIST

STEP ONE: Gather your basic information assets

- ☐ **Create a Fast Facts Document**
  - ❑ Organisation's legal name
  - ❑ ABN/ACN/Charity numbers
  - ❑ Mailing address
  - ❑ Physical address
  - ❑ E-mail address
  - ❑ Phone numbers
  - ❑ Organisational vision/mission
  - ❑ Staff names, positions and biographies

- ☐ **Gather your Basic Organisational Documents**
  - ❑ Organisation registration certificates
  - ❑ Insurance certificates
  - ❑ Annual reports (financial + impact)
  - ❑ Marketing materials

STEP TWO: Clarify your funding needs

- ☐ **Create a document outlining each of your funding needs:**
  - ❑ A description of each funding need
  - ❑ What each funding need will involve
  - ❑ What problem the funding will help solve
  - ❑ Who will benefit as a result
  - ❑ A budget for each funding need

STEP THREE: Gather your application assets

- ☐ **Create a folder that has all the following assets:**
  - ❑ Funding needs document from Step 2
  - ❑ Existing program/project marketing materials
  - ❑ Letters of support
  - ❑ Organisational/program/project data
  - ❑ Data/research evidencing the need for your proposal