



# Creative Project Leveraging Fund Application Checklist

Use this checklist to help ensure that your application to the Creative Project Leveraging Fund has all the required documentation! You may find that you are unable to submit the application form if these items are missing.

- CVs for key staff (no more than 2 pages each)
- Organisation's latest financial statements or other proof of sound financial management
- Proof of current insurance coverage or plan to secure appropriate insurance coverage if funded
- Letter from the Auspice Organisation if the application is submitted by the organisation being auspiced (i.e. If the application is submitted by the Auspice Organisation, a letter is not needed)
- Project start and end dates fall between 1 July 2018 and 30 June 2019
- Quotes for equipment purchases over \$1000
- Supporting Documents of one or more of the following:
  - Up to 10 images in .jpg format and a maximum of 1mb per image;
  - For audio/moving image files, one file of up to 5 minutes in one of the following file formats:
    - For moving images .mov or .mp4 files;
    - For audio files .wav or .mp3 files;
  - For written work, a sample or samples of writing in .pdf or .doc file format. Maximum 4 x A4 pages, with no more than 2 pages per writing sample.