



Small Grants Fund Application Checklist

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

- 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)
- Total project duration from start to finish is 6 months
- Project start date is 3 months after the upcoming deadline (e.g. if the grant round closes in February, the earliest projects should start are in May)
- Quotes for equipment purchases over \$300