



# Sport & Recreation Grant Application Checklist

**Use this checklist to help ensure that your application to the Sport & Recreation Grant 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