



Small Grant Application Checklist

Use this checklist to help ensure that your application to the Small 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 proof of sound financial management
- Proof of current insurance coverage or plan to secure appropriate insurance coverage if funded
- If the application is submitted by an organisation being auspiced, a letter from the Auspice Organisation
- If the application is submitted by the Auspice Organisation, a letter is not required
- Total project duration from start to finish is 6 months
- Project start date is 3 months after the upcoming deadline eg. If the grant round closes in February, the earliest the project should start is in May
- Quotes for any equipment purchases over \$300

Contact us: