

Community Small Grant Program Application Checklist

- ☐ Read all documents prior to proceeding to preparing an application.
- ☐ Contacted the coordinator for Communities for Children to discuss your idea.
- ☐ Consider whether the Community Small Grant Program funding is right for your service organisation.
- ☐ Identify a suitable activity, event or program that fits within your service organisation.
- ☐ **Check deadlines**, allowing plenty of time to write the application and pull together any supporting material.
- ☐ Check that your service organisation is eligible to apply. Does the activity, event or program meet the selection criteria and objectives?
- ☐ Complete required online application form.
- ☐ Make sure all responses address the selection criteria.
- ☐ Consider what attachments will help your application and allow time to get this material together, for example:
 - images
 - budget: carefully consider your request for funds to make sure you don't fall short, and make sure your numbers add up!
 - letters of support can help demonstrate commitment for your activity or event.
- ☐ If you are needing support or assistance with your Community Small Grant Program application please contact Communities for Children Program Coordinator:
mary.yaxley@aohtas.org.au or by telephone on: 6431 8555