

## Community Small Grant Program Application Checklist

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- Contact the coordinator for Communities for Children to discuss your application.
- Read all documents prior to proceeding to preparing an application.
- Consider whether the Community Small Grant Program funding is right for your service organisation.
- Identify a suitable activity, event or short-term 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 short-term program meet the selection criteria and focus areas?
- 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](mailto:mary.yaxley@aohtas.org.au) or by telephone on: 6431 8555