



### Grant Round 3 Application Checklist

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- Read all documents prior to proceeding to preparing an application
- Consider whether the Grant Round 3 funding is right for your service organisation.
- Identify a suitable activity or program that fits within your service organisation.
- Check that your service organisation is eligible to apply. Does the activity or program meet the selection criteria and objectives?
- Contact the Program Coordinator for Communities for Children to discuss your idea
- Check deadlines**, allowing plenty of time to write the application and pull together any supporting material.
- Consider what attachments will help your Grant Round 3 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 budget balances!  
(Total Income Amount & Total Expenditure Amount = Income/Expenditure Total of Zero)
  - letters of support can help demonstrate commitment for your activity or program.
- Complete required Smarty Grants online application form.
- Make sure all responses address the selection criteria.
- If you are needing support or assistance with your Grant Round 3 application, please contact Communities for Children Program Coordinator: [mary.yaxley@aohtas.org.au](mailto:mary.yaxley@aohtas.org.au) or by telephone on: (03) 6431 8555