GRANT AND FUNDING APPLICATION CHECKLIST

TOURISM NT
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1. GETTING STARTED

☐ Consider whether grant funding is right for your business. A lot of time and effort is spent searching, writing, waiting for outcomes and acquitting funds.

☐ Identify a project within your business.

☐ Search for grants programs. Stay across news from relevant industry and government bodies, trusts, foundations and philanthropic organisations. Grant-finding websites that collate information on numerous funding programs can reduce the time you spend trawling different sources. Some of these are paid services.

2. BEFORE YOU APPLY

☐ Once you've found a suitable funding program, read the guidelines carefully.

☐ Check deadlines, allowing plenty of time to write your application and pull together your supporting material. Most funding bodies are bound by set time-frames, such as financial years, so extensions are usually not permitted.

☐ Check you are eligible to apply. Does your project meet the selection criteria?

TOP TIP: Eligibility and selection criteria should be stated clearly in the guidelines. If you're not sure, call the funding body and ask for help. If you are not eligible, your project doesn't meet the requirements or if you need to fundamentally change your project to suit the grant provider, it's probably the wrong program for you. Focus your efforts elsewhere and leave it for another time or grant program.

☐ If the funding has been offered before, look up which projects were successful to give you an idea of what the grant provider is looking for. You might even ask successful applicants for some pointers.

☐ Sometimes you may need to register your interest before you can apply.

3. PREPARING YOUR APPLICATION

☐ Complete all required paperwork. There will usually be a nomination form that needs to be submitted as part of your application. These can be in paper form or online.

☐ Make sure you answer all the selection criteria.

☐ Consider whether it will be beneficial to engage a grant writer or another staff member to assist to improve your chances.

TOP TIP: Do your homework to demonstrate how your project will meet objectives of the grant program.

☐ Be concise: use headings and bullet points.

☐ Avoid jargon.

☐ Stick to the specified word and page limits.

☐ Consider what attachments will help your application and allow time to get this material together, for example:
  • images
  • quotes
  • 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 project.

☐ Include any specified documentation, such as a copy of your audited financials.

☐ Submit your application. Applications are usually are accepted via email or online. It is becoming less common for funds to accept hard-copy posted or delivered applications.

TOP TIP: Don't leave writing your submission to the last minute. There is nothing worse than putting in hours of effort for your computer to crash when you're burning the midnight oil. Some online submission systems will close automatically when the deadline is reached.

4. WRAPPING UP

If your application was successful:

☐ Complete your project, maintaining records, such as all receipts.

☐ Acquit your funds. Most funding programs will require a completion report along with financial statements. They may also require progress reports along the way. Reporting can be onerous, but is crucial to ensuring your future eligibility.

While it can be disappointing if you are unsuccessful, you may have worthy project. So make sure you ask for feedback to learn more about why you were unsuccessful. Your project might not have been the right match for that particular grant provider, or it might have been a highly competitive round. You can always try again next time.

NORTHERN TERRITORY GOVERNMENT