



# Give it your best shot!

## Grants quick reference checklist:

### **S – STRATEGY**

- Figure out what the club/association needs and match it with the funding that is available.
- Pay attention to timelines and resources (allocate who will do what and by when).
- Prove you can prepare the application by the due date and follow through on government requirements.

### **H – make it HAPPEN**

- Work on your application and allow time to have it checked before you submit.
- Pay attention to establishing your case for funding through relevant facts, statistics, community support and other sources of funding (like sponsors).
- Prove your organisation can meet the eligibility criteria and realistically achieve your objectives within the stated budget and timeframes.

### **O – OBLIGATIONS**

- Meet your funding obligations.
- Pay attention to milestone and final report deadlines provided to your funding provider.
- Prove you can fulfil your funding requirements.

### **T – TELL your story**

- Share the news of your grant success throughout your club and community.
- Pay attention to evaluating what worked well and what could be done better next time. Use the story as leverage for other parties interested in sponsorship or in-kind support.
- Prove you can carry out this process regularly to make your organisation sustainable and successful.