

Grant Application Checklist

Before you start

Council's recreation team have a systematic and planned process for managing Eurobodalla's recreation and open space network on behalf of the community. We have an obligation to manage the network fairly and in a financially responsible manner.

We refer to the Recreation and Open Space Strategy 2018 and Plans of Management for each site to plan and prioritise our work. Outside of the consultation phase for these strategies and plans, individuals, community groups, and sporting clubs can put forward new proposals for consideration. This gives us flexibility to consider emerging needs, take advantage of external grant opportunities and other opportunities as they arise.

Before you begin your grant application, please refer to our guide for individuals, community groups and sporting clubs and complete the online form.

<https://www.esc.nsw.gov.au/community/sport-and-recreation/community-proposals>

Grant application checklist

The following checklist has been designed to assist you when applying for grants.

Read the application guidelines and eligibility criteria

- Ensure the project meets the eligibility criteria before proceeding.
- Understand the implications should the application be successful including the conditions and obligations of the funding.
- Follow the instructions and requirements exactly.
- Be aware of the closing date and time. Late applications will not be accepted.
- Prepare and submit you application in advance of the closing date and time.

Check the application's submission format

- Each grant will have its own instructions and technical requirements for lodging an application online (such as file size limits), become familiar with these so your final submission complies.

Respond to all criteria

- The application form will have specific sections to be answered and word limits. Complete your application in a word document first, so you can check your word count and adhere to the limits.
- All sections are important and must be completed.

Attach relevant and requested supporting documentation

- The application form will specify the required supporting documents. Allow enough time to source these.
- Documents that are provided that have not been requested will not be assessed.
- There are always size limits for document uploads. For example, there may be a 2MB size limit for each attachment and a 20MB size limit for the total submission.

Check the relevant funding provider website for updates

- Information, including questions and answers regarding the grant is often updated during the open period.

Carefully read and complete the declaration

- The declaration will usually be the final sections of the online application form, make sure you complete it honestly and accurately.

Keep a record

- Once your application is submitted, you will receive an electronic receipt.
- Keep a record of your entire application.