

Section 6.1 Activities

Activity 6.1.1 Develop a Checklist

It is helpful to develop a checklist to record important matters and dates.

Adapt the checklist provided to meet the funding guidelines and make sure you do not omit any key information or documents from your application.



***NB: Use this checklist as a guide as not all of these categories will be applicable to you and not all of this information will be asked for by all funding bodies. Only complete those sections that directly apply to you.**

Important Dates

Yes

No

N/A

Do the funding guidelines specify closing dates?

What closing dates apply? List the type of deadline (e.g., asking questions/submission) and the date and time applicable.

Is there a time difference? If the funding body is located in another state or territory, there may be a time difference.

If yes, record what time you will need to submit your application.

Have you completed the following information:

Organisation's Details including (where appropriate):

- Name of organisation
- Current Australian Business Number (ABN)
- Australian Company Number (ACN)
- Australian Registered Body Number (ARBN)
- Registered business name (may be different to organisation name)
- Insurance details (including a copy of current insurance certificate if required)
- Corporate status/Date and place of incorporation
- Physical address
- Postal address
- Email address

Activity 6.1.1 Develop a Checklist (cont.)

	Yes	No	N/A
<p>Organisation Contact Person:</p> <ul style="list-style-type: none"> ➤ The nominated person within your organisation to whom all correspondence will need to be addressed ➤ Phone Number ➤ Fax Number ➤ Email address 			
<p>Conflict of Interest:</p> <ul style="list-style-type: none"> ➤ Is there any known conflict of interest for the organisation or any of the proposed staff who will be working on the program/providing the service? ➤ If there is a known conflict of interest, has this been declared in the funding application? 			
<p>Litigation:</p> <ul style="list-style-type: none"> ➤ Are there any litigation proceedings against the organisation and have these been declared in the application? 			
<p>Cover Letter:</p> <ul style="list-style-type: none"> ➤ Have you completed a cover letter? 			
<p>Executive Summary:</p> <ul style="list-style-type: none"> ➤ Name of your organisation ➤ Briefly summarise what you will do/service you will provide ➤ Provide a brief statement of your track record in relation to the funding that you are seeking ➤ State the total amount of funding you are seeking 			
<p>Addressing Essential Criteria:</p> <ul style="list-style-type: none"> ➤ Are there any key criteria that must be addressed as part of the funding application? ➤ Have all of these been responded to in your application? 			

Activity 6.1.1 continued over page

Activity 6.1.1 Develop a Checklist (cont.)

	Yes	No	N/A
<p>Proposed program/service:</p> <ul style="list-style-type: none"> ➤ Does your proposal clearly and succinctly state what you will do if you are successful in getting the funding? ➤ Does it clearly address what the funder is looking for and does it align with your organisation's priorities? ➤ Will the program of work be conducted in stages/ phases and if so, are the start and finish dates clearly stated? ➤ Have you clearly outlined your methodology? 			
<p>Objectives:</p> <ul style="list-style-type: none"> ➤ Does your application clearly state what the objectives of the proposed program/service are? 			
<p>Performance Indicators:</p> <ul style="list-style-type: none"> ➤ Have you set performance indicators to measure whether the objectives have been met? 			
<p>Evaluation:</p> <ul style="list-style-type: none"> ➤ Does your application include an evaluation plan? ➤ If so, does it clearly state what the different components of the evaluation will comprise and when they will be undertaken? 			
<p>Project/Program/Service Team:</p> <ul style="list-style-type: none"> ➤ Have you stated in your application which staff will be conducting the project/program or delivering the service? ➤ Have indicated what their roles/tasks will involve? ➤ Have you stated how much time those staff will spend on the project/program (i.e. in terms of Full-Time Equivalence) 			

Activity 6.1.1 continued over page

Activity 6.1.1 Develop a Checklist (cont.)

	Yes	No	N/A
Risk Management:			
<ul style="list-style-type: none"> ➤ Does your application clearly and succinctly state the types of governance processes that your organisation has in place to manage the proposed project/program/service? ➤ Have you indicated your organisation's risk management/mitigation strategies in relation to the funding that you are seeking? 			
Track Record:			
<ul style="list-style-type: none"> ➤ Does your application clearly and succinctly state your organisation's track record as it relates to the funding that is being sought? ➤ Have you provided relevant examples? 			
Budget:			
<ul style="list-style-type: none"> ➤ Have you completed a budget section in your application? ➤ Does the budget include accurate, realistic and transparent costs associated with the proposed project/program/service? ➤ Have you listed all the personnel (e.g., salaries) and non-personnel costs (e.g., goods and services such as WorkCover, insurances, office supplies, rent, travel costs)? ➤ Have you included in-kind contributions (e.g., time and financial)? ➤ Have you included a budget justification section in your application explaining expenditure? 			
Contract compliance:			
<ul style="list-style-type: none"> ➤ Does the current funding application contain a copy of the proposed contract? ➤ If yes, has it been checked to ensure that your organisation: <ul style="list-style-type: none"> ➢ Has sought legal advice/clarification? ➢ Is compliant with the clauses? ➢ Can make changes to the clauses if appropriate? 			

Activity 6.1.1 continued over page

Activity 6.1.1 Develop a Checklist (cont.)

	Yes	No	N/A
<p>Attachments:</p> <ul style="list-style-type: none"> ➤ Copy of certificate of incorporation ➤ Copy of insurance certificate ➤ Copy of a recent audit and/or financial statement ➤ Letter of support/intent/MOU ➤ Copy of latest annual report ➤ Copy of strategic plan 			