



## **Pre-application Guidelines**

Please read the terms and conditions of the grant (separate document) to check your eligibility.

Before you commence your application, please note the following advice.

The application needs to be completed in one go – it cannot be saved and returned to later.

Here are some questions you will be asked so that you can be prepared.

- All contact details of your organisation and applicant
- Your ABN (if you have one)
- Incorporation number (If incorporated)
- Your charity status
- Details re your organisation including number of members and area of activity (what do you do)
- Peak body details (if relevant)
- Description of your organisation (up to 300 words)
- Details of your project (up to 300 words) and who will benefit
- Project timing
- Budget details of project (how much you are requesting and what you will spend it on)
- How you will measure your project's success

You also have the opportunity to attach supporting documents or video in support of your claim if applicable.