

# GRANT APPLICATION CHECKLIST

|  |  | Yes | No | N/A | Notes/Actions |
|--|--|-----|----|-----|---------------|
| <b>Confirming the Project</b>  | I have evidence of public demand for this project (field research)                         |     |    |     |               |
|  | I have statistical evidence that identifies the need for this project                      |     |    |     |               |
|  | This project supports a policy requirement   |     |    |     |               |
|  | I have explored the problem to identify all possible contributing factors                  |     |    |     |               |
|  | I have refined the problem to identify the core cause                                      |     |    |     |               |
|  | I have co-designed potential solutions alongside potential beneficiaries                   |     |    |     |               |
|  | I have tested multiple potential solutions   |     |    |     |               |
|  | I have identified the most effective solution to progress                                  |     |    |     |               |
|  | I have checked if something similar has been delivered elsewhere                           |     |    |     |               |
|  | I have checked that I'm not competing with a local service                                 |     |    |     |               |
|  | I have approached potential partners to add value  |     |    |     |               |
|  | I have mapped assets that can add value*   |     |    |     |               |
|  | I have an engagement plan for an immediate start   |     |    |     |               |
| I have a realistic sustainability plan for when the funding ends                   |  |     |    |     |               |
| <b>Eligibility and Capability</b>  | I have checked my eligibility with the donor's terms and conditions                        |     |    |     |               |
|  | I have legal structure and subsequent governance in place                                  |     |    |     |               |
|  | The project fits with my organisation vision, aims, and values                             |     |    |     |               |
|  | The project fits with the donor's vision, aims, and values                                 |     |    |     |               |
|  | I have identified SMARTIE objectives for delivery**  |     |    |     |               |
|  | I have a bank account and financial procedures in place                                    |     |    |     |               |
|  | I have identified how much the project will cost (staff, overheads, activities etc)        |     |    |     |               |
|  | I have accounted for potential price rises (inflation, utilities, staff contributions etc) |     |    |     |               |
|  | I have reviewed the finances for errors and overspend (via digital and human)              |     |    |     |               |
|  | I have identified alternative funders and/or potential match funders.                      |     |    |     |               |
|  | I have all required policies in place and they are up to date                              |     |    |     |               |
|  | I have quality assurance in place  |     |    |     |               |
|  | I have processes and systems in place to manage the operations (recording/reporting etc)   |     |    |     |               |
|  | I have identified key roles and personnel  |     |    |     |               |
|  | The project is desirable (the public want it, not just us)                                 |     |    |     |               |
| The project is feasible (we have the capabilities to deliver within the timescale) |  |     |    |     |               |
| The project is viable (the amount of funding will meet the project aims)           |  |     |    |     |               |
| I have a risk assessment for this project  |  |     |    |     |               |
| <b>Written Content</b>   | My application is focussed (no waffle and/or deviation)                                    |     |    |     |               |
|  | I have made every word count (short, sharp, and direct sentences)                          |     |    |     |               |
|  | I have evidenced my statements (no sweeping statements or assumptions)                     |     |    |     |               |
|  | I have explained any acronyms, specialist terms, or technical jargon                       |     |    |     |               |
|  | My responses are 'weighted' correctly and within the word count                            |     |    |     |               |
|  | I have used affirmative language (i.e., 'we WILL' or 'we CAN', not 'AIM; or 'HOPE')        |     |    |     |               |
|  | My response compliment the donor's vision, aims, and values                                |     |    |     |               |
|  | I have discussed the benefits more that the features                                       |     |    |     |               |
| <b>Impact</b>  | I have a process in place for monitoring, evaluation, learning, and reporting              |     |    |     |               |
|  | I have stated what successful completion will look like                                    |     |    |     |               |
|  | I have stated the legacy the project will have   |     |    |     |               |
|  | I have stated the outcomes and impact over outputs   |     |    |     |               |
|  | I have stated how the project will be promoted throughout the project                      |     |    |     |               |
|  | I have stated how the success of the project will be disseminated thereafter               |     |    |     |               |

\* Assets: Social (networks), Human (skills and knowledge), Public services, Physical items, and Finance available

\*\* SMARTIE Objectives: Specific, Measurable, Actionable, Realistic, Time bound, Inclusive, and Equitable