

Grants Checklist

Heading/Section	Information guidelines should contain and CGRGs reference for more information	✓ x
Title Page	Are the program name; Grant Opportunity name; opening and closing dates; policy and administering entities; enquiry information and the type of grant process listed?	
Contents Page	Is this included and updated?	
Process diagram	Does the flowchart clearly set out the processes the opportunity will follow?	
Introduction	Standard text explanation.	
About the grant program CGRGs references: 2.1, 2.3, 8.6, 10.1 and 10.2		
About the [<i>name of</i>] grant opportunity	Are the purpose, objectives, outcomes, total cost and timeframe clearly set out? Objectives should be concise, unambiguous and measurable. They should clearly link to the policy outcomes.	
Grant amount and grant period CGRGs reference: 8.6		
Grants available	Do the guidelines outline the total funding available for this grant opportunity? Is it clear whether there is a minimum or maximum amount available per grant? Where the grant funding is apportioned to particular grant categories, geographic regions, etc. is this clearly stated? If the grantee is required to contribute towards the grant amount is this clearly stated?	
Grant project period	Has the timeframe for the grants been included?	
Eligibility criteria CGRGs references: 7.10, 7.11 and 13.14		
Who is eligible to apply for a grant?	Are the criteria clear and objective? Is it explicit whether the criteria 'must all be met' or 'may be waived', and when that might occur? If the selection process is a closed or targeted one with limited eligible applicants, are the guidelines clear about this and the reasons why.	
Who is not eligible to apply for a grant?	If relevant, does this section provide clear information on the required skills and qualifications?	
What qualifications, skills or checks are required?	If relevant, does this section provide clear information?	
What the grant money can be used for? CGRGs references: 7.11 and 8.6		
Eligible grant activities	Is there clear information on what is an eligible activity and the associated expenses that may be paid for with grant money?	
Eligible locations	If relevant, does this section provides clear information on these locations?	
Eligible expenditure	If relevant, does this section provide clear information on these items?	
What the grant money cannot be used for	If relevant, does this section provide clear information on these items?	
The assessment criteria CGRGs references: 4.5, 4.6, 4.10, 8.6 and 13.14		
The assessment criteria	Are the assessment criteria clear? Is it clear whether the criteria are equally considered or if weighting is applied and what that is?	

	<p>If not a competitive process, is it clear how the criteria will be assessed?</p> <p>Must all responses to criteria meet a minimum assessed standard?</p> <p>Are all the criteria for assessment of the application and determining value with money set out clearly in this section?</p>	
How to apply CGRGs references: 5.2 and 8.6		
How to apply	<p>Is sufficient information provided to allow an applicant to understand the requirements to make and lodge an application?</p> <p>Is there an application form?</p> <p>Is the application form on GrantConnect, is it referenced and is the URL provided?</p>	
Attachments to the application	<p>If there are further attachments required, is this clear?</p> <p>Is information on these attachments, ie business case, budget, risk management plan, etc. included?</p>	
Joint (consortia) applications	<p>If permitted, are the requirements for joint applications clearly stated?</p>	
Timing of grant opportunity processes	<p>Are times and/or dates included for applications to open, close, be assessed, take effect etc.?</p>	
Questions during the application process	<p>Is there information on where applicants can direct questions and seek information and how they will be addressed?</p>	
The grant selection process CGRGs references: 3, 7.7, 8.5, 12.3, 12.4,12.5 and 13.11 to 13.13		
The grant selection process	<p>Is the type of process clearly stated?</p> <p>If the process being undertaken is not an open and competitive one, is it clear how any potential consequences of the process will be managed? (i.e. for a non-competitive process with a set amount of funding how will oversubscription be managed, will applicants be alerted that the funding is exhausted?) if so, how?</p> <p>Are eligibility criteria checked prior to assessment?</p> <p>Is the order of application receipt important?</p> <p>How will value with relevant money be considered? Is this mentioned as a prime consideration of the selection process?</p> <p>If there is a two stage process, has this been clearly set out in the guidelines?</p>	
Assessment of grant applications	<p>Is the process explained?</p> <p>Is it clear who will be assessing the applications?</p> <p>Will further checks be undertaken beyond the application forms' information?</p>	