GRANT FUNDING CHECKLIST

Name of project:

Funder applying to:

Application date:

Person applying:

|  |  |  |
| --- | --- | --- |
| **BEFORE YOU APPLY** | **YES** | **NO** |
| **Have you…** |  |  |
| Prepared a project plan |  |  |
| Identified the funding application date |  |  |
| Checked that you meet the identified funders’ criteria |  |  |

|  |  |  |
| --- | --- | --- |
| **WHEN YOU APPLY** | **YES** | **NO** |
| **Have you…** |  |  |
| Provided an application cover letter |  |  |
| Completed the funding application |  |  |
| Included a bank deposit slip in the name of your club |  |  |
| Attached your IRD Income Tax Exemption letter / Charities Service confirmation |  |  |
| Provided a copy of your Certificate of Incorporation |  |  |
| Included a signed resolution to apply and a full set of minutes from meeting |  |  |
| Attached a copy of the club’s strategic plan |  |  |
| Provided the latest club financial statements |  |  |
| Included a budget for the project |  |  |
| Attached 2 quotes for each item you are seeking funding for |  |  |
| Provided letters of support / affiliation |  |  |
| Made a copy of everything |  |  |
| Updated your grant funding database |  |  |

|  |  |  |
| --- | --- | --- |
| **IF SUCCESSFUL** | **YES** | **NO** |
| **Have you…** |  |  |
| Sent a thank you letter |  |  |
| Collected invoices for expenditure |  |  |
| Printed a copy of the club’s bank statements showing money in and out |  |  |
| Completed the grant accountability report and letter |  |  |
| Provided an impact report / articles / photos |  |  |

GRANT FUNDING DATABASE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date sent** | **Funder** | **$ Requested** | **Purpose** | **Reply** | **$ Received** | **Accountability** | **Who** |
| 1st April 2016 | Squash Trust | $10000.00 | Club Coaching Programme | 1st June 2016 | $8000.00 | 1st July 2016 | S Racket |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Applications sent:**

**Total applied for:**

**Total received:**