

2019 Australia Post Community Grants application checklist

We're looking forward to receiving your application.

- Have I downloaded and read the 2019 Australia Post Community Grants Application Kit located at auspost.com.au/grants?
- Is my organisation an incorporated not-for-profit organisation?
- Does my organisation provide community benefit?
- Does my organisation have an ABN with a corresponding Australian bank account?
- Is my organisation located within Australia, and does it provide services within Australia?

Before you submit your application, make sure you have all the supporting documentation you require.

- Does my application include evidence that the issue my project addresses resonates in my community? (This can be statistics, council plans, research papers or news articles)
- Does my application provide a budget, including an income and expenditure summary?
- If my project is a partnership or collaboration, have I provided:
 - The partner organisation details, including name, organisation description, role in the project and amount of funds or in-kind support contributed.
 - A letter of support from the organisation.
- On request, will my organisation be able to provide supporting documentation, such as proof of incorporation, insurance and/or bank account verification?

How to make your application as strong as possible.

Read the program guidelines carefully before applying and consider the assessment and eligibility criteria to understand what is being asked of you.

- Is my application clear and concise?
- Has my application demonstrated:
 1. What community need my project is addressing (Need)
 2. How my project will address this need (Change)
 3. How my project will build on local knowledge or make use of local resources (Local relevance)
 4. What it is about my project's approach that makes it likely to succeed, e.g. is it targeted, thoughtful and well structured? (Effectiveness of approach)
 5. How my project will be achieved within the set time frame, and using the funding requested (Capacity to deliver)

Other tips

- Download a preview of the application form before you start your application. It's sometimes easier to draft your responses to the application in another program (like Word) and save as you go.
- If you need to save and close a submission, simply log back into SmartyGrants and navigate to 'My Submissions' to find your form when you're ready to continue.
- Make sure you input contact phone numbers and emails correctly so we can keep in touch with you about your application.
- SmartyGrants has an inbuilt spellchecker, so you can easily proofread and review your submission.
- You can also read the SmartyGrants Application Help Guide to learn how the SmartyGrants system works <https://applicanthehelp.smartmgrants.com.au/help-guide-for-applicants>.
- The Funding Centre has guides and help sheets for writing grant applications: <https://www.fundingcentre.com.au/grant/help>.

Submit your application at auspost.smartmgrants.com.au before midnight 4 August 2019 (AEST).

- You will be advised of the outcome by email in October 2019.
- If you have any questions or concerns, you can contact Australia Post at grants@auspost.com.au or by phone on 1300 765 772 (9am – 5pm, Monday to Friday AEST, excluding public holidays).