

## GRANT APPLICATION CHECKLIST

**To ensure efficient and timely processing of your grant application, please ensure the following has been reviewed and included as part of your application:**

Prior to commencing the online application:

- Review Grant Guidelines
- Review Grant Contract, Terms and Conditions
- Confirm the organisation and proposed research meets the eligibility criteria
- Review budget and expenditure template
- Review "How to Apply" cheat sheet for accessing the online application in Smarty Grants

To be attached with the online application:

- Research proposal
- Certificate of Incorporation
- Australian Taxation Office Statement of Supplier Form (*if no ABN supplied*)
- Certificate of Insurance (*Public Liability Insurance*)
- Certificate of Currency (*Professional Indemnity Insurance*)
- Certificate of Insurance (*Workers Compensation*)
- Other relevant organisation registrations or insurances (**only** if applicable)
- Most recent** Annual Report
- Profit and Loss Statement or Statement of Financial Performance or Balance Sheet (**only** if no Annual Report)

Once your application has been successfully submitted you will receive a confirmation email with a copy of your application.

**If you require any support to complete your online application, please email [research@lowitja.org.au](mailto:research@lowitja.org.au) for assistance.**