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| **Application Checklist** | **Yes/No** |

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| If you require help or support in using and/or submitting the Application Form, please contact grants@wnswphn.org.au We encourage you to discuss your ideas with our team, please contact Sarah Carrigan on 0447 336 307. | [ ]  |
| Carefully read the Guidance Application to ensure your organisation is eligible to apply. | [ ]  |
| Read the WHAL Grant Conditions. | [ ]  |
| Respond to all assessment criteria outlined in the Guidance Application and answer within the ‘Activity Details’ section of the Application Form.  | [ ]  |
| Fill out all sections of the Application Form. The only sections which may be left blank are marked with ‘If applicable’. | [ ]  |
| If your organisation is not eligible BUT is partnered or co-designed with an eligible not-for-profit, please attach supporting documentation such as a letter of support or other evidence. | [ ]  |
| Attach a letter of support to your Application Form from at least one community organisation in the location where the activity will be run. (e.g.: community-based organisation, CWA, school, Police or Local Government). | [ ]  |
| Attach the Activity Budget to your Application Form. | [ ]  |
| Read and complete the Declaration form carefully. Attach the signed Declaration to your Application Form. | [ ]  |
| Ensure you do not have any outstanding reporting from the previous grant rounds. | [ ]  |
| Your organisation’s Public Liability Insurance is current and meets the minimum coverage $10 million. | [ ]  |
| Prepare your application in advance of the closing date and time.Late applications will not be accepted. | [ ]  |
| Keep a record of your application.You will receive an email acknowledging your submitted application, however, please ensure you make a copy of the entire package and keep it on file for your own records.If you do NOT receive an email acknowledgement within 3 working days of submission, please contact Megan Prout on 1300 699 167. | [ ]  |