KINGSTON ARTS GRANTS 2018 CHECKLIST

APPLICATIONS CLOSE MIDNIGHT, MONDAY 2 APRIL 2018

Applications must be submitted online by visiting Smarty Grants at http://kingston.smartygrants.com.au

When completing your applications please check that you have submitted the following information with your application and that you have completed all sections as required. All required information must be supplied to be eligible for assessment.

☐	I have completed the Application Form in full	Required by all
☐	The start date of my project is on or after the start date relevant to the funding round in which I am applying	Required by all
☐	My application is made in the correct name	Required by all
☐	I have answered each question in the application form correctly	Required by all
☐	My budget adds up correctly	Required by all
☐	I have enclosed all support material	Required by all
☐	If an incorporated group, a current Certificate of Incorporation is enclosed	Required by incorporated groups only
☐	A letter from the auspice organisation stating its capacity to auspice is enclosed	Required by unincorporated groups only
☐	A letter of 'In Principle Approval' from the property owner/authority of private land where the activity is proposed is enclosed	Required by relevant groups applying
☐	An audited Statement of Income & Expenditure and Balance Sheet, or Financial Report as presented at your last Annual General Meeting	Required by incorporated groups only
☐	Signing of the Declaration	Required by all
☐	I have kept a complete copy of the application	Required by all
☐	**I have pressed SUBMIT on completion of the application**	**Required by all**

For any enquiries about the application process, please contact the Arts and Cultural Development Team Leader on 9556 4448 or at justin.gayner@kingston.vic.gov.au

For any enquiries regarding the online application process, please contact Council's Community Grants and Network Officer on 9581 4676 or at kathryn.bond@kingston.vic.gov.au

LATE or INCOMPLETE applications will not be accepted for assessment.

IMPORTANT: PLEASE PRESS SUBMIT ON THE SMARTY GRANTS PROGRAM TO ENSURE YOUR APPLICATION IS RECEIVED.

City of
KINGSTON