

## GLOWS NATIONAL GATHERING 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 Terms and Conditions
- Confirm the organisation, project partner and proposed project meets the eligibility criteria
- Review budget and expenditure template (downloadable via the Lowitja Institute SmartyGrants online application portal).

To be attached with the online application:

- Project 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 [Glows@lowitja.org.au](mailto:Glows@lowitja.org.au) for assistance.**