

GRANT APPLICATION CHECKLIST FOR HEALTHY SPORTS CLUBS

STRENGTHEN YOUR APPLICATIONS BY SHOWCASING YOUR CLUB'S IMPACT



Before you submit your application, check you've included the following:

1 KNOW WHAT THE FUNDER IS LOOKING FOR

Before you start writing, read the grant guidelines carefully. Identify the funder's key priorities, eligible activities and assessment criteria, and make sure your project aligns with what the grant is designed to achieve.

Ask yourself:

- ☐ What are the funder's key priorities?
- ☐ Does our project address these priorities?
- ☐ Who are the priority groups or communities the funders want to support?
- ☐ What are the assessment criteria?
- ☐ How does our project meet these criteria?

Tip: Use the funder's priorities and assessment criteria to guide your application. Clearly show how your project aligns with their priorities, addresses a community need and will deliver the outcomes they are looking for. Don't assume the assessment panel will make the connection for you. You could use the assessment criteria as sub-headings in your application, to ensure you're addressing each point.

2 TELL YOUR STORY

- ☐ Briefly describe your club, your members and the wider community your club is a part of.
- ☐ Provide an example of what your club has achieved to date.
- ☐ Describe what you are trying to improve or achieve through this grant.

Example wording:

"Our club is committed to creating a welcoming, inclusive and healthy environment for all members. Through our involvement in the Healthy Sports Clubs initiative, we have identified opportunities to further improve participation, wellbeing and community connection for local women and girls."

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3 DEMONSTRATE COMMUNITY NEED

- ☐ Explain *why* this project is needed.
- ☐ Include perspectives from members, volunteers or the local community if available.
- ☐ Mention any consultation completed through Healthy Sports Clubs (feedback surveys, action planning, discussions, committee feedback etc.).

Example wording:

"Feedback collected through our Healthy Sports Clubs planning identified a need for..."

"Members told us they would be more likely to participate if..."

4 EXPLAIN WHO WILL BENEFIT

- | | |
|---|--|
| ☐ Women and girls | ☐ LGBTIA+ communities |
| ☐ Children and/or young people | ☐ Aboriginal and Torres Strait Islander communities |
| ☐ Older adults | ☐ New participants |
| ☐ Culturally diverse communities | ☐ Other: _____ |
| ☐ People with disabilities | |

Then provide an example of *how* they will benefit

- For example: increased participation in sport, improved health and wellbeing, safer environments, fewer barriers, stronger community connection, better inclusion etc.



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5 SHOW THAT YOUR PROJECT IS SUSTAINABLE

Funding panels want to know that the benefits of your idea will continue after the grant finishes. Mention if your project:

- | | |
|--|---|
| ☐ supports an ongoing program | ☐ builds on your <u>Healthy Sports Clubs</u> game plan |
| ☐ develops volunteers or club leader skills | ☐ aligns with your club's strategic plan or council priorities |
| ☐ purchases equipment that will be used for years | |
| ☐ updates club policies | |
| ☐ becomes part of normal club operations | |

Example wording:

"This initiative forms part of our Healthy Sports Clubs Game Plan and will continue beyond the funding period through ongoing club delivery."

6 HIGHLIGHT PARTNERSHIP AND SUPPORT

Have you mentioned your club is working with:

- | | |
|--|--|
| ☐ <u>Healthy Sports Clubs</u> | ☐ Other partners: _____ |
| ☐ Council | |
| ☐ Your state sporting association | |
| ☐ Schools | |
| ☐ Community organisations | |

Remember to mention:

- Any resources you have already sought out and implemented, relevant training you've completed, frameworks/programs that the club participates in that support your project, letters of support.

Tip: Ask your Healthy Sports Clubs Health Promotion Practitioner for a letter of support.

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7 DEMONSTRATE YOUR CLUB CAN DELIVER

Show the panel your club has the capacity to make the project successful.

Mention:

- ☐ Committee support of the idea/project.
- ☐ Club volunteers who will be involved in the idea/project.
- ☐ Examples of past successful projects.
- ☐ Changes already achieved and maintained through Healthy Sports Clubs.

Examples could include:

- Implemented healthy food and drink options, introduced smoke- and vape-free policies, increased female participation for the past 3 years, improved volunteer practices, completed Healthy Sports Clubs actions and health areas.

8 BEFORE YOU SUBMIT...

- ✓ Mention your involvement in Healthy Sports Clubs throughout your applications, not just once.
- ✓ Explain **who benefits, why it's needed, and how it will continue after the grant.**
- ✓ Reference any relevant council strategies, physical activity and/or health and wellbeing plans, or club action plans.
- ✓ Include letters of support from external organisations where possible.
- ✓ Clearly explain how the project will improve participation, inclusion, health and wellbeing in your community.
- ✓ Check your application against the grant assessment criteria.