



CHECKLIST BASICS FOR ALL GRANTS

- Eligible start date** - does your project start date commence
 1. After 1 July (*August round*)
 2. After 1 January (*March round*)
 3. At least 10 days from date application is submitted (*Quick Response grants*)

- Budget totals balance** - Total Cash Income = Total Cash Expenditure

- Amount requested** - Have you included the amount you're requesting in your Cash Income budget?

- Support Material** – You must include these for your application to be eligible
 1. *2 Support letters* – at least two (and make sure they're signed!)
 2. *CV for each Artist* involved in the project
 3. *Artist Statement of Agreement* to work on the project
 4. *Artist quote* for fee
 5. Examples of artist's work