

# Grant Application & Accountability Checklist

Trust/Organisation -

Date -

Amount \$

INC GST ?

Key Contact or relationship -

Reason for Application -

Cover letter

Quotes (2 x competitive)

Application form

Credentials (Vision) Document

Minutes of resolution

IRD NO

Latest Financial accounts

Certificate Incorporation

Bank Slip

Tax Exemption Letter

Photocopy of application for files



Other Comments/other attachments- (strategic Plan , Bus plan etc)





Date Declined –

Reason Declined – (phone call or Letter) Person Spoke to -

Date Accepted -

Amount Received \$

Sent Back Grant confirmation Slip

Included Thank you letter/card

## Grant Accountability

Supplier	Items /Specifics	Quantity	Date/\$ Ordered	Invoice received	Accountability Complete	Comments

Financial Manager to sign off as complete -

Date-