

Checklist for finding funding during a disaster



Checklist for not-for-profit organisations

Identifying what grant funding is available can be overwhelming, particularly during a disaster, when there can be many potential sources, including government (federal, state or local government), private foundations and corporate donors.

Use the checklist below to streamline the process of finding funding opportunities and applying for funding.



For more information, see our webpage [‘Securing and managing grant funding during a disaster’](#).

Finding funding checklist

Be ready to apply for funding:

- prepare information about:
 - the organisation’s legal status (for example, incorporated association) and charity status (for example, registered as a charity with the ACNC), and
 - the organisation’s purpose and activities including information about the specific populations or communities it supports as well as the geographic area it serves
- assign staff members to handle the funding application process

Having this information prepared will help you assess your organisation’s eligibility against different grant requirements and ensure you are targeting the most relevant funding opportunities.

Identify funding opportunities:

- use platforms like:
 - the Australian Government’s grants information systems [GrantConnect](#) and the [Community Grants Hub](#), and
 - [Philanthropy Australia](#)
- which publish information about current grants, including disaster-specific funding, and



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- consult local government agencies and disaster relief organisations for information on emergency funding specific to your area

Assess whether funding opportunities are suitable:

- consider the conditions that may come with a funding opportunity – these may include conditions like:
 - how your organisation is to receive and spend the grant money
 - the date by which your organisation's relevant project and any relevant milestones must be completed
 - what your organisation must do with any unspent funds
 - any insurance, confidentiality and privacy requirements
 - the use of any logos of the grant-maker and treatment of intellectual property
 - how often and what information your organisation must report to the funder, and
 - whether your organisation is required to prepare audited accounts

- ensure the conditions are not too restrictive

- if the conditions are too restrictive, you may not want to agree to all the conditions without further negotiation

The funding application process:

- assess the application requirements – understand the eligibility criteria, funding limits, submission guidelines, word count limitations, and deadlines

- gather information required to support the application:
 - identify your organisation's needs and what you aim to achieve with the funding, and
 - gather required supporting documents like registration information, tax status, financial statements, and project plans

- complete the application:
 - address the eligibility criteria, funding limits, and submission guidelines in your application
 - present your application in a clear, concise, and professional manner
 - use compelling storytelling to highlight your organisation's impact and the project's importance
 - tailor your application to each specific grant opportunity, emphasizing how your project aligns with the funder's priorities, and
 - submit any required supporting documents with your application (this may include a budget or project plan)

- follow-up, track any updates from the organisation and be ready to provide any additional information requested