DGR and ACNC grant readiness checklist

Check your registrations, documents and governance before applying for Australian grants.

Use this checklist before you apply. Requirements differ by funder, so confirm each item against the guidelines. Check your status on the official registers linked below.

Registrations

- [ ] ABN active and details current (check on ABN Lookup)
- [ ] Registered with the ACNC, if you are a charity, and details on the Charity Register are current
- [ ] Annual Information Statement lodged for the latest year
- [ ] DGR endorsement confirmed on ABN Lookup, if the funder requires it, and the DGR category noted
- [ ] Incorporated association or company registration current with your state or territory regulator or ASIC
- [ ] GST registration status known, so budgets show amounts correctly

Governance

- [ ] Governing document (constitution or rules) available
- [ ] Responsible persons listed and current on the ACNC register
- [ ] Board minutes approving the application
- [ ] Conflict of interest policy
- [ ] Relevant policies: child safety, privacy, complaints, as the program requires

Finances

- [ ] Latest financial report (reviewed or audited, as required for your size)
- [ ] Bank account in the organisation's name
- [ ] Insurance certificates: public liability and others the funder asks for

The application

- [ ] Eligibility confirmed against the grant guidelines
- [ ] Closing date and time noted (check the time zone)
- [ ] Quotes, letters of support and attachments ready
- [ ] Budget matches the project plan
- [ ] Account created on the funder's portal, for example GrantConnect or a state portal

Official registers

- ACNC Charity Register: https://www.acnc.gov.au/charity/charities
- ABN Lookup (shows DGR status): https://abr.business.gov.au/
- ATO, gifts and fundraising (DGR): https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/gifts-and-fundraising

Free template from Grant Writing Company (grantwritingcompany.com/templates/au/dgr-acnc-readiness-checklist/). Replace every [bracket] with your own facts. General guidance only, not legal or tax advice. Funders decide every award.