

# Reviewing and submitting your application

## Reviewing and editing your application

Once your grant application is complete, take the time to thoroughly review and edit your work. This process is crucial for ensuring your application is clear, concise, and meets all the grant requirements. Additionally, reviewing and editing help strengthen your application by making sure it's easy for assessors to understand and evaluate.

<b>Allocate enough time</b>	<ul style="list-style-type: none"><li>• Give yourself ample time to go through your application multiple times. Rushing this process can lead to oversights and missed opportunities to strengthen your application.</li></ul>
<b>Seek peer feedback</b>	<ul style="list-style-type: none"><li>• Ask a trusted peer or supporter to review your application. They may catch errors or suggest improvements that you might have missed.</li></ul>
<b>Proofread for clarity</b>	<ul style="list-style-type: none"><li>• Have someone unfamiliar with your application proofread it. They can help ensure your language is clear and easy to follow.</li></ul>
<b>Check for consistency</b>	<ul style="list-style-type: none"><li>• Make sure the content and language are consistent throughout your application. This includes using the same terminology and style across all sections.</li></ul>
<b>Verify against guidelines</b>	<ul style="list-style-type: none"><li>• Cross-check your application with the grant guidelines to ensure all required information and documents are included.</li></ul>
<b>Avoid errors</b>	<ul style="list-style-type: none"><li>• Look out for spelling, grammar, and punctuation errors. These can detract from the quality of your application.</li></ul>
<b>Confirm all information</b>	<ul style="list-style-type: none"><li>• Make sure you have completed all mandatory fields and provided the required supporting documentation.</li></ul>

## Grant application checklist

Use the checklist below to make sure your application is well written, contains all the required supporting documents, and meets the grant criteria.

Put a tick against everything you have completed, with the remaining blank boxes helping to identify items you may have missed that you will need to follow up before submitting your application.

<b>Guidelines and documents</b>	<ul style="list-style-type: none"> <li>I have read the website, the Program Information and Guidelines, the FAQs, and resources, and know the aim of the grant program, eligibility criteria, and closing date and time</li> </ul>	<input type="checkbox"/>
<b>Application form</b>	<ul style="list-style-type: none"> <li>I have accessed the SmartyGrants application form to submit my application and followed process outlined in the grant guidelines</li> </ul>	<input type="checkbox"/>
<b>Checked my idea</b>	<ul style="list-style-type: none"> <li>Proposal is strong and aligns with the aim of the grant</li> </ul>	<input type="checkbox"/>
<b>Proposal content</b>	<ul style="list-style-type: none"> <li>I have reviewed my proposal to ensure it only includes content allowed by the grant and excludes any content not permitted (e.g. it is aimed at the correct cohort for the grant, it does not contain items in the budget that are disallowed in the guidelines, etc.)</li> </ul>	<input type="checkbox"/>
<b>Considered my audience</b>	<ul style="list-style-type: none"> <li>Application is written assuming the assessor knows nothing about my business or the project</li> </ul>	<input type="checkbox"/>
<b>Language and tone</b>	<ul style="list-style-type: none"> <li>Simple, positive business language has been used (and includes no jargon, vague, speculative, or negative wording)</li> </ul>	<input type="checkbox"/>
<b>Concise</b>	<ul style="list-style-type: none"> <li>Answers are concise and within required word count</li> </ul>	<input type="checkbox"/>
<b>Targeted answers</b>	<ul style="list-style-type: none"> <li>Answers are not duplicated and all sections have been completed talking specifically to the question asked</li> </ul>	<input type="checkbox"/>
<b>Budget outlined</b>	<ul style="list-style-type: none"> <li>My project budget aligns to guidelines</li> </ul>	<input type="checkbox"/>
<b>Headings</b>	<ul style="list-style-type: none"> <li>Included useful headings so reader can contextualise the proposal</li> </ul>	<input type="checkbox"/>
<b>Keywords</b>	<ul style="list-style-type: none"> <li>Same keywords used as in the grant guidelines and assessment criteria</li> </ul>	<input type="checkbox"/>
<b>Attachments renamed</b>	<ul style="list-style-type: none"> <li>Renamed all attachments with clear naming conventions, e.g., Youth Impact Project – Community Consultation.pdf</li> </ul>	<input type="checkbox"/>
<b>Reviewed</b>	<ul style="list-style-type: none"> <li>Application has been thoroughly reviewed by 2 or more people</li> </ul>	<input type="checkbox"/>
<b>Proofread</b>	<ul style="list-style-type: none"> <li>Application has been proofread by 2 or more people</li> </ul>	<input type="checkbox"/>
<b>Final check</b>	<ul style="list-style-type: none"> <li>All information has been provided to support the application as outlined in the guidelines</li> </ul>	<input type="checkbox"/>

## Submitting your application

When using SmartyGrants to submit a grant application for the Department of Youth Justice and Victim Support, you can find the 'Review and Submit' button at the bottom of the navigation panel. When you are ready to submit your application, make sure to review your application thoroughly before submitting to ensure it is complete and accurate.

Once you have reviewed your application, you can submit it by clicking the 'Submit' button located at the top or bottom of the screen or within the navigation panel. Remember, you will only be able to submit your application if all mandatory questions have been answered and there are no validation errors.

After submitting your application, you will not be able to edit it or upload any additional support materials. You will receive a confirmation email with a copy of your submitted application attached, sent to the email address you used to register.

If you do not receive a confirmation email, your application may not have been submitted successfully. Check your spam or junk email folder in case the email was misdirected. If it is not there, you should follow up to confirm the status of your submission.

Lastly, be sure to check the grant guidelines for details about communications regarding grant timelines and when you might expect to hear about the outcome of your application. This information will guide you on next steps and provide a clearer understanding of the process ahead.