# 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.

## 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.

## 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.