

## GRANTS SCHEME — 2010

### APPLICATION CHECKLIST

Before submitting an application to the ALTC Grants Scheme, please use the following checklist to review the following:

<b>The online application form:</b>	
Contact details have been provided (Sections 1 and 2)	<input type="checkbox"/>
Institutional endorsement has been provided (Section 3)	<input type="checkbox"/>
The correct Priority Area has been selected (Section 4)	<input type="checkbox"/>
<b>Proposal:</b>	
The application is written in 12pt font	<input type="checkbox"/>
Page lengths are within the limits specified in the Program Guidelines	<input type="checkbox"/>
The project duration is within the period allowed for the Priority Area selected	<input type="checkbox"/>
Project evaluation is included in the timeline (only applies if funding >\$150,000)	<input type="checkbox"/>
<b>Budget:</b>	
The budget is within the range specified by the Program's Priority Area	<input type="checkbox"/>
The budget is staged (only applies if timeline is >12 months)	<input type="checkbox"/>
Personnel costs include level of appointment and hours per week or % time	<input type="checkbox"/>
Salary on-costs are included (maximum of 28%)	<input type="checkbox"/>
All costs are in whole dollars and exclude GST	<input type="checkbox"/>
The figures listed as totals (sub-totals, stage/year totals, total budget) are correct	<input type="checkbox"/>
Attendance at ALTC events (\$3,000) is included in the budget. This is a mandatory item to be claimed in the Stage 1/Year 1 budget	<input type="checkbox"/>
The administration levy does not exceed 10% (to calculate, add all sub-totals and multiply by 10%)	<input type="checkbox"/>
Teaching relief does not exceed \$35,000 per year per institution (also see Attachments below)	<input type="checkbox"/>
Project Evaluation included in the budget (only applies if funding >\$150,000)	<input type="checkbox"/>
Assets (eg: computers small electronic devices) are NOT included in the budget	<input type="checkbox"/>
<b>Attachments:</b>	
All attachments are named according to the Application Instructions (page 5) available from ALTC website	<input type="checkbox"/>
All shading is removed from tables and timelines. This must be done to ensure the documents print clearly for the assessors	<input type="checkbox"/>
Letters of endorsement are attached from all partner institutions. Institutions cannot be listed as partners in the absence of letters of endorsement	<input type="checkbox"/>
Letters of support from Heads of School are attached regarding requests for teaching relief. A letter must be provided from each institution requesting teaching relief, including the lead institution	<input type="checkbox"/>

