**INTRODUCTION**

The Grants Coordinator is responsible for sourcing and submitting applications for all grants. They are also responsible for acquitting the grants upon successful awarding.

**WOULD SUIT SOMEONE WHO**

* Has a keen eye for detail
* Has high level written communication skills
* Works well to deadlines and has good time management skills
* Can accept that every submission may not be successful and still continue to submit applications

**RESPONSIBILITIES**

**Application Process**

* Source grants from a variety of sources, including three levels of Government, large businesses and trust funds.
* Discuss upcoming grants with the committee prior to submitting an application
* Work closely with the AFLQ Club Coordinator to submit quality applications for all grants
* Where required, meet with council or business representatives to discuss your application
* Where required, gather quotes, letters of support and other supporting documentation well in advance of the deadline

**Receipt of Grant**

* Discuss with the committee, the plans for the grant and ensure the money is spent as it was outlined in the grant
* Ensure all acquittal forms are completed and sent off to the relevant person prior to the deadline

**KEY RELATIONSHIPS**

* **Reportable To: Treasurer**
* AFLQ Club Coordinator
* Local Council Staff

**TIME COMMITMENT REQUIRED**

* Workload will be focused in the lead-up to grant deadlines.
* Small grants only take 1 – 2 hours to complete, while larger facility based ones will require gathering quotes and meeting with council representatives
* Attendance at the monthly committee meeting is required only for large scale grants

**TRAINING/EXPERIENCE REQUIRED**

* Email and Internet access preferred, but not compulsory