



Local Services Plans - Community-led Support Fund proposal creation checklist

Prior to submitting a proposal to your Brokerage Organisation please review your proposal against this checklist to ensure you have included all necessary information.

Requirements		MET: Y/N	
Organisation details	Organisation name and ABN provided	Y	N
	Contact details provided	Y	N
	Bank account details provided	Y	N
	Primary contact person details provided	Y	N
Proposal details	Activity name	Y	N
	Location	Y	N
	Funding amount	Y	N
About the proposal	Activity description includes: <ul style="list-style-type: none"> • Explanation of activity • Type of service • Delivery method • Delivery location • Frequency of the activity • Existing or new service 	Y	N
	Justification for the activity included	Y	N
	Outputs are included	Y	N
	Outcomes are included	Y	N
	KPIs/measures of success are included and measurable	Y	N
	Link to LSP priority	Y	N
	Link to regional priorities (optional)	Y	N
	Organisational capacity outlined	Y	N
	Organisational governance outlined	Y	N
	Expected start and end date included	Y	N
	Future planning	Y	N



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Budget	Expense items listed	Y	N
	Anticipated expenditure included	Y	N
	Sufficient explanatory notes	Y	N
	Totals are correct	Y	N