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Grant Application Officer

The Grant Application Officer is primarily responsible to the President and needs to report to the Management Committee.

Responsible to:

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Knowledge, Skills, Experience and Requirements

Essential

- Excellent communication skills
- Networking skills
- Planning and organisation skills

Responsibilities and Duties – A Checklist for Consideration

Essential

- Knowledge of grants
- Write grant applications
- Seek quotes, where needed
- Consult with all levels of Government
- Seek letters of support from relevant members of the community, e.g. Councillors
- Seek approval from relevant Council Department