

PACIFIC TRAINING SOLUTIONS

GRANT APPLICATION GUIDE & CHECKLIST

Find, apply for and manage your funding step by step.



Grant funding can be a real growth lever for Vanuatu businesses and community groups — but only if you apply well and manage the funds properly once you have them.

*Ideas
Funding
Real Impact*

1 WHERE TO LOOK FOR GRANTS IN VANUATU



Ministry of Trade, Industry, Cooperatives & Ni-Vanuatu Business (Department of Industry)



Vanuatu Chamber of Commerce and Industry



Donor funded programs (Australian and New Zealand aid programs, PACER Plus initiatives)



Provincial government business development grants



Industry associations — tourism, agriculture, fisheries



NGOs supporting women and youth in business



2 DOCUMENTS YOU'LL USUALLY NEED



- | | |
|---|---|
| ☐ Business registration / VFSC certificate | ☐ Budget or quotes for what you're requesting |
| ☐ TIN (Taxpayer Identification Number) | ☐ Photos or evidence of your business or project |
| ☐ Bank account details | ☐ References or support letters |
| ☐ A simple business plan or project proposal | |



3 BEFORE YOU APPLY



- ☐ Read the eligibility criteria carefully — don't assume
- ☐ Check the deadline and exactly how to submit
- ☐ Confirm what the grant can and can't be used for
- ☐ Prepare a realistic budget, not an inflated one
- ☐ Ask someone to review your application before you submit

*Preparation
Leads to
Opportunity*



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4

IF YOU'RE SUCCESSFUL — MANAGING THE GRANT



Keep all receipts and records



Spend only on what was approved



Report on time if reporting is required



Keep photos or evidence of the funded activity



Say thank you — it's not just funding, it's about building good relationships

*Stronger
Communities
Brighter
Tomorrows*



TIP:

Good grant management today opens the door to more opportunities tomorrow.

*Manage Well
Grow Further*



How to Access the **Product Link**

Follow the simple steps below to access and customize the template with ease.



1



Click the Link

Click on the provided **Product Link** to open the template.



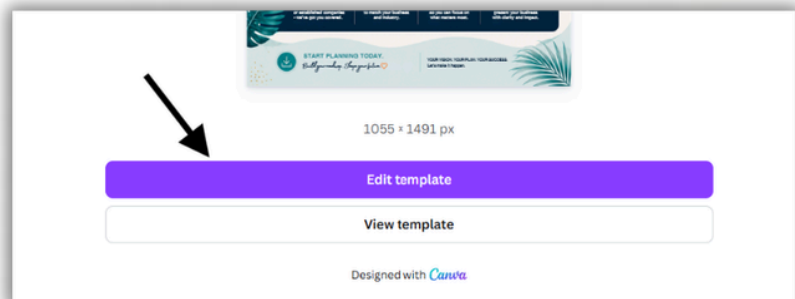
2



Click on

Edit Template

Once the template opens, click on the **Edit Template** button.

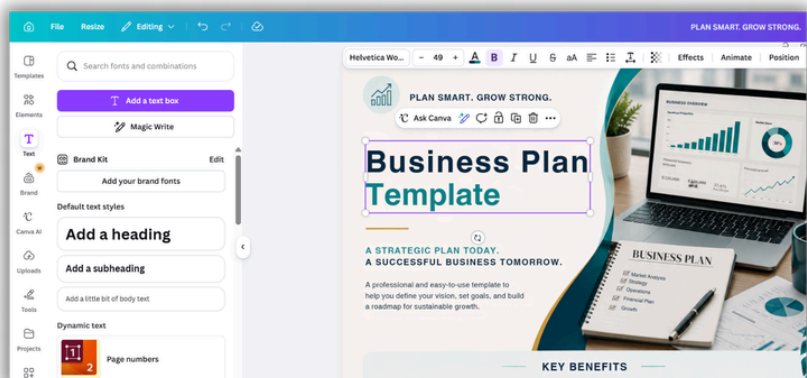


3



Edit the Template as you want

Customize the text, images, colors, and elements to make it your own.



Tip: Make sure you are signed in to save your changes.

Thank you!