

GRANT WRITING *checklist*

Identify Grant Opportunities

- Research potential grants that align with your organization's mission and projects.
- Review eligibility criteria and application deadlines.

Understand Grant Requirements

- Carefully read the grant guidelines and requirements.
- Note specific documents, formats, and submission procedures required.

Gather Necessary Documents

- Organizational budget
- IRS determination letter (if applicable)
- Financial statements
- Resumes of key personnel
- Letters of support or commitment

Develop a Project Plan

- Clearly define the project goals, objectives, and outcomes.
- Create a timeline for project implementation and evaluation.

Create a Budget

- Develop a detailed budget that outlines all projected costs, ensuring the budget aligns with grant guidelines and includes any required matching funds.

Prepare the Grant Proposal

- Address all narrative requirements of the funder.

Review and Edit

- Proofread the proposal for clarity, grammar, and adherence to guidelines.

Prepare Supporting Materials

- Ensure all supporting materials are complete and formatted correctly.
- Double-check that all required attachments are included.

Submit the Application

- Confirm submission method (online, mail, etc.) and follow instructions precisely.

