

PROPOSAL REVIEW CHECKLIST

For Federal, State, and NYS Specific Grant Applications

Purpose: A structured, fill-in-the-blank checklist to help grant writers ensure completeness of proposals, accuracy, and compliance before submission. (Includes NYS-specific requirements and quality standards.)

How to Use This Checklist

1. Review each section carefully.
2. Check off items that are complete and compliant.
3. Address any gaps before final submission.
4. Use NYS-specific notes when applying to New York State agencies.

SECTION 1 — Narrative Review

- Executive Summary is clear and compelling
- Needs Statement is data-driven and up to date
- Program Description is complete and feasible
- Workplan aligns with objectives and activities
- Logic Model is consistent with narrative
- Evaluation Plan is measurable and realistic
- Sustainability Plan is credible and detailed

SECTION 2 — Budget Review

- Budget matches narrative descriptions
- Calculations are accurate
- Indirect cost rate is correct (if applicable)
- Budget justification is complete
- NYS chart of accounts categories used (if applicable)
- MWBE subcontracting documented (if required)

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SECTION 3 — Compliance Review

- Eligibility requirements met
- All required attachments included
- Formatting requirements followed
- Page limits respected
- File naming conventions followed
- Submission platform requirements met (e.g., Grants.gov, SFS)

SECTION 4 — NYS-Specific Requirements

- SFS Vendor ID confirmed
- Prequalification documents submitted (if required)
- MWBE Utilization Plan included (if applicable)
- REDC alignment addressed
- NYS performance measures included
- NYS budget forms completed correctly

SECTION 5 — Quality Assurance

- Proposal is free of typos and grammatical errors
- Writing is clear, concise, and persuasive
- Data sources are credible and cited
- Acronyms are defined on first use
- Tone matches funder expectations

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SECTION 6 — Final Submission Checklist

- All sections reviewed and complete
- All attachments uploaded
- All signatures obtained (if required)
- Final PDF generated (if required)
- Submission completed before deadline

SECTION 7 — Reviewer Notes

Use this space to document final observations or items to revisit as if you were the grant reviewer. Use a critical eye to test your client's organizational capacity to fulfill the grant goals as set by the **funder**.
