



MICROGRANT PLANNING *Checklist*

1. PLANNING STAGE

- ☐ Define a clear business goal that can be achieved with \$500–\$5,000
- ☐ Identify specific expenses the grant will cover (equipment, marketing, training, etc.)
- ☐ Research available microgrant opportunities and note eligibility requirements
- ☐ Gather or prepare required documents (EIN, business license, bank info, etc.).
- ☐ Draft a simple, focused budget that aligns with your stated goal.
- ☐ Outline a short timeline to show how quickly the funds will be used.
- ☐ Write a compelling mini-narrative about your business story and impact.
- ☐ Show how your project benefits your community or solves a customer pain point
- ☐ Plan how you'll measure success (metrics, milestones, testimonials).
- ☐ Identify ways to share your results with funders and audiences (social media, reports).
- ☐ Track the grant submission and prepare for potential interviews or follow-ups.
- ☐ Plan next steps: how this grant will position you for larger funding in the future.