

Grant Proposal Checklist

EXECUTIVE SUMMARY: Concisely summarizes project and funding request	YES	NO	N/A
Describe the problem			
A few descriptors of your project			
What makes your project unique or exceptional?			
How is your organizational uniquely positioned to carry out the project?			
Identify the amount requested			
Other factors that will show project is worthy of the grant			
Is your proposal summary brief, clear, and attention-grabbing?			
Sometimes it is easiest to write this section last			
ORGANIZATIONAL INFORMATION	YES	NO	N/A
Mission statement			
History			
Number and capacity of staff			
Description of geography and members/residents/clients			
Major programs/primary activities			
Awards/accreditations			
Collaborations			
Is your introduction brief and interesting?			
STATEMENT OF NEED/S	YES	NO	N/A
What is the need/problem?			
Who has the need/problem?			
Why is this a need/problem?			
What will happen if this need/problem is not addressed?			
How are your assessments realistic and attainable?			
PROJECT DESCRIPTION	YES	NO	N/A
Goals - related to defined need and target beneficiaries			
Objectives - describes the outcomes			
How are your objectives specific and measurable?			
Target time table when objectives will be met			
Be prepared to sell the "heart" of the program - why should anyone else care?			
Explain how the project or impact will endure in the future (sustainability)			

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METHODOLOGY: Describes the list of project activities	YES	NO	N/A
How will you carry out the tasks and in what order?			
Include reasons for and experience with methods			
Include a time table for each activity			
What resources will be required (including people) for each activity?			
Include a time table for each activity			
BUDGET: Delineates costs of the project to be met by the funding source	YES	NO	N/A
Justify all expenses			
Be consistent with the project description			
Is your budget detailed, realistic, and reflective of the work plan?			
<i>Note: Include computation of all figures and your assumptions of each cost</i>			
FUTURE FUNDING: Funding from other sources to complete/sustain project	YES	NO	N/A
List of other sources of funds and the amount of funds from each source			
Where will you get future funding to support the project if it is continued?			
Details on how other funds will be obtained, if necessary, to implement the plan			
<i>Note: Include a letter of commitment from other funding source(s), if applicable</i>			
EVALUATION: Define the criteria for evaluating success	YES	NO	N/A
Know the project's desired outcome			
Know the funder's expectations			
Know how much money is available in the budget for evaluation			
Instruments or questionnaires to be used			
Personnel involved in the evaluation process			
POSSIBLE APPENDICES:	YES	NO	N/A
Verification of tax-exempt status (IRS determination letter)			
Certificate of Incorporation and By-Laws			
List of Officers and Board of Directors			
Financial statements for last completed fiscal year (audited, referred)			
Current general operating budget and special project budget			
List of clients served			
List of other current funding sources and uses			
Biographies of key personnel or resumes			
Support letters or endorsements			
Commitment letters from project/program consultants or subcontractors			
Diagrams for equipment or schematics for building requests			