Grant Writing Checklist

By John F. Smith

- ☐ Selecting the Grant
  - ☐ Research and identify possible funders who show interest in your subject.
  - ☐ Identify main contact and method for contacting each potential funder.
  - ☐ Make contact with funders to determine interest level in your project.
  - ☐ Obtain guidelines from the funders.
  - ☐ Review guidelines and eligibility criteria.
  - ☐ Read the requirements carefully.
  - ☐ Gather necessary documentation.
- ☐ Preparing and Writing the Grant
  - ☐ Re-read the funder's statement of need or interest.
  - ☐ Identify the main focus and the components required in the proposal.
  - ☐ Collect all the data and references.
  - ☐ Arrange for typing, graphics, and technical support.
  - ☐ Determine who will submit the proposal.
  - ☐ Prepare each grant section.
  - ☐ Write a compelling grant abstract of the project.
  - ☐ Describe the need for your project.
  - ☐ Develop the grant project design.
  - ☐ Describe project management.
  - ☐ Describe how you will sustain the project after the grant period.
  - ☐ Calculate the budget.
  - ☐ Assemble resumes, bibliographies, and appendices.
  - ☐ Have an objective third party review your proposal.
  - ☐ Submit the required number of copies.