Grant Proposal Writing Checklist

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# Tasks:

☐ **Find a grant**

☐ **Research your options**

*Books are published every year with lists of grants. Go to the reference section at your library, or check a reliable website.*

☐ **Contact the organization**

*Before you put all the time and work into a proposal, contact the grant giver to confirm the deadline and to find out whether the grant is still available.*

☐ **Check the guidelines**

*Every grant will have a list of rules that your project has to fall inside if it's going to be eligible.*

☐ **It's all in the details**

*Before applying for a grant, you need to know your project inside and out. If you can't quote figures and explain it in plain language, you need to do more research.*

☐ **Set a monetary goal**

*It's important that you do the math and figure out exactly how much money you need to complete your project. If a grant is too big, you'll need to explain what you'll do with the rest of the money; if it's too small, you should explain where you plan on getting the rest of the cash you need.*

☐ **Establish a timeline**

*Make sure you can offer a prediction as to how soon your project can be completed once you have the grant money.*

☐ **Research the project**

☐ **Determine what you are trying to fund**

*It doesn't matter if you're looking to finance your college education, get money to write a novel or to expand your business, but you need to have a clear goal in mind.*

☐ **Do market research**

*Collect data about your project. Get the facts about similar endeavors and their chances for success.*

☐ **Create or update your resume.**

☐ **Draft a proposal**

*It needs to include your mission statement, your goals, how many resources you need and the research to show you can get started.*

☐ **Write the grant**

☐ **Draft an outline**

*Every proposal begins with an introduction, moves to several paragraphs of body and ends with a closing. Assign the order and main topic of the paragraphs before you even think about opening your word processor.*

☐ **Avoid jargon**

*No matter how technical your project, spell it out in plain, easy-to-understand language. If you absolutely must use technical terms, be sure they're defined.*

☐ **Check grammar and spelling**

*There is no faster way to shoot yourself in the foot than to ignore your spell check on a grant proposal. Check the basics and make sure there aren't flaws that will get you denied.*

☐ **Follow the rules**

*Read and re-read the guidelines. No matter how well-written or brilliant your proposal is, if it breaks the rules, you won't be eligible for the grant.*

☐ **Consider including diagrams**

*Add pictures and schematics if they bring your point home.*

☐ **Edit the grant**

*Proofread your proposal at least twice, making sure you bring a fresh set of eyes to the document each time. Once you're sure it works, give the proposal to someone else to read it over and give you an outside perspective.*

☐ **Save it properly**

*Save your grant proposal as either a Microsoft Word document, or as a document in Rich Text Format. Other types of files may be hard to read, and if your proposal can't be read it will be rejected.*