Grant Writing Checklist

Created: 12/26/2011

# Tasks:

☐ **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.**