

Grant Writing Checklist

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- 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.