GRANT PROPOSAL CHECKLIST

This proposal checklist will help guide you in preparing and double checking your grant proposal. As you write your grant proposal, go back to this checklist from time to time to make sure you are right on track.

	YES	NO	NOT APPLICABLE
PROPOSAL SUMMARY: **Clearly and concisely summarizes your project and request for funding**			
✓ Backgrounder of your organization			
✓ Your general objectives especially if these are connected to your target grant making agency's own objectives			
✓ Brief summary of past projects and achievements (if applicable)			
✓ Project Overview			
✓ Reasons for the grant request and target amount			
✓ Specific objectives			
✓ Details of the project activities to help achieve objectives			
✓ Other factors that will show project is worthy of the grant			
✓ Is your proposal summary brief, clear and interesting enough to catch attention?			
INTRODUCTION OF THE ORGANIZATION: **Describes your organization and its qualifications for funding**			
✓ Description of your organization's mission, accomplishments, and programs			
✓ Description of members and clients			
✓ Backgrounder on the management team and staff			
✓ Past achievements of your organization			
✓ Brief description of the area that will benefit your project			
✓ Is your introduction brief and interesting?			
ASSESSMENT OF NEED/S			
✓ Purposes and goals of the organization			
✓ With statistical facts and figures			
✓ Possibly with support and endorsement by credible agencies			
✓ What benefits are there for members or beneficiaries?			
✓ Are your assessments realistic and attainable?			
GOALS AND OBJECTIVES OF THE PROJECT: **Describes the outcome of the grant in measurable terms**			
✓ Objectives describing the outcome of the grant program			

✓ Goals should be related to the need and the target beneficiaries			
✓ Backgrounder on the area that will benefit from the grant			
✓ Target time table when objectives will be met			
✓ Are your objectives specific and measurable?			
METHODOLOGY: Describes the list of project activities			
✓ Activities related to problems and objectives			
✓ Description of program activities			
✓ List of activities			
✓ List of people involved in the activities and their responsibilities			
✓ Time table for each activity			
EVALUATION: Prepares measures on how objectives and methods will be evaluated			
✓ Procedures on how to evaluate the objectives			
✓ Policies on how to modify methods used			
✓ Personnel involved in the evaluation process			
✓ Details of evaluation criteria			
✓ Description of how data will be gathered and analyzed			
✓ Instruments or questionnaires to be used			
✓ Details on how evaluation will be used for program improvement			
FUTURE FUNDING: Presents future funding from other sources to implement the grant			
✓ 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			
Note: Include a letter of commitment from funding source, if applicable			
BUDGET: Clearly delineates costs of the project to be met by the funding source			
✓ Did you follow general accounting principles?			
✓ Is your budget realistic and reflects the work plan?			
✓ Is it specific, realistic, and detailed?			
✓ Is it sufficient to cover the cost of the project as described in the narrative?			
Note: Do not forget to include computation of all figures and your assumptions of each cost			
APPENDICES			
✓ 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 (if applicable)			
✓ List of clients served (if applicable)			
✓ List of other current funding sources and uses			
✓ Biographies of key personnel or resumes (if requested by grant making agency)			
✓ Support letters or endorsements			
✓ Commitment letters from project/program consultants or subcontractors (if applicable)			
✓ Diagrams for equipment or schematics for building requests (if applicable)			