

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.