

Writing a Winning Grant

CHECKLIST

While there are no guarantees that you will get every grant for which you apply, there are actions you can take to make your proposal competitive.

- ☐ MAKE SURE YOU ARE ELIGIBLE FOR A GRANT FROM THE FUNDING SOURCE BEFORE YOU EVEN APPLY.
- ☐ SECURE THE GRANTMAKER'S GUIDELINES AND FOLLOW THE DIRECTIONS.
- ☐ HAVE A CLEAR IDEA OF WHAT YOU ARE GOING TO DO, WHY YOU ARE GOING TO DO IT, AND WHO IT WILL BENEFIT BEFORE YOU BEGIN TO WRITE.
- ☐ BE ORGANIZED AND SPECIFIC.
- ☐ USE FACTS AND DATA FROM CREDIBLE SOURCES.
- ☐ INSPIRE AND ENGAGE BY USING LANGUAGE THAT MAKES THE READER "FEEL" SOMETHING.
- ☐ CREATE YOUR BUDGET WITH CARE, INCLUDE ALL YOUR COSTS, AND MAKE SURE IT ADDS UP.
- ☐ PROOFREAD CAREFULLY... AND THEN DO IT AGAIN.
- ☐ INCLUDE ALL THE ATTACHMENTS REQUIRED.
- ☐ IF THE GRANTMAKER REACHES OUT WITH QUESTIONS, RESPOND IN A TIMELY MANNER.
- ☐ IF YOU GET THE GRANT: SUBMIT ALL YOUR REPORTS ON TIME.
- ☐ IF YOU DON'T GET THE GRANT: TRY TO GET FEEDBACK ON WHAT YOU CAN DO BETTER NEXT TIME.