

Grant Proposal Checklist

This checklist will help guide you in the preparation of your grant proposal.

<input checked="" type="checkbox"/>	PROPOSAL SUMMARY:	Yes	No	N/A
	Clear summary of your project and request for funding			
	Executive summary / background			
	General objectives especially if these are connected to your target grant making agency's own objectives			
	Brief summary of past projects and achievements			
	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?			

<input checked="" type="checkbox"/>	INTRODUCTION OF THE ORGANIZATION:	Yes	No	N/A
	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?			

<input checked="" type="checkbox"/>	ASSESSMENT OF NEED(S):	Yes	No	N/A
	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?			

<input checked="" type="checkbox"/>	GOALS AND OBJECTIVES OF THE PROJECT:	Yes	No	N/A
	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?			

<input checked="" type="checkbox"/>	METHODOLOGY: Describes the list of project activities	Yes	No	N/A
	Activities related to problems and objectives			
	Description of program activities			
	List of activities			
	List of people involved and their responsibilities			
	Time table for each activity			

<input checked="" type="checkbox"/>	EVALUATION: Prepares measures on how objectives and methods will be evaluated	Yes	No	N/A
	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			

<input checked="" type="checkbox"/>	FUTURE FUNDING: Presents future funding from other sources to implement the grant	Yes	No	N/A
	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			
	Include a letter of commitment from funding source			

<input checked="" type="checkbox"/>	BUDGET: Clearly delineates costs of the project to be met by the funding source	Yes	No	N/A
	Did you follow general accounting principles?			
	Is your budget realistic and reflects the work plan?			
	Is it specific, realistic, and detailed?			
	It is sufficient to cover the cost of the project as described in the narrative?			
	Include computation of all figures and your assumptions of each cost			

<input checked="" type="checkbox"/>	APPENDICES	Yes	No	N/A
	Varies depending on grant specifications			
	Verification of tax-exempt status (IRS determination letter)			
	Verification of Hispanic Serving Institute			
	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			
	List of clients served			
	List of other current funding sources and uses			
	Biographies of key personnel or resumes			
	Support letters or endorsements			
	Commitment letters from project/program consultants or subcontractors			
	Diagrams for equipment or schematics for building requests			