Generic Grant Writing Checklist

ACTIVITY	WHO RESPONSIBLE	DUE DATE
Brainstorm ideas		
Write concept paper		
Gather data as needed • Geographical boundaries/census blocks of project area • Most recent population, poverty statistics, unemployment rates for service area • Data sources		
Assemble grant team		
Develop timeline		
Invite potential partners to meet: • Review opportunity • Discuss need/outcomes • Brainstorm fundable ideas • First draft of "budget" • Evaluate potential to win – *review criteria* • Agree on "applicant" • Make assignments *(use table of contents as checklist)*		
Notify leadership		
Prepare brief history of the applicant organization and its mission, accomplishments and partners and their roles		
Gather necessary documents/attachments • 501 (c) 3 determination letter from IRS • Proof of state nonprofit status including corporate seal • Articles of Incorporation • Current list of Board of Directors including names, titles, background and contact information • Board documentation authorizing grant application • Resumes of project staff, organization staff, organizational partners • Documentation of cost share commitments • Congressional district number • Documentation to demonstrate sound management practices, progress reporting and audit requirements • Letters of support from community stakeholders and testimonials from concerned interests other than the applicant • Audit or CPA letter to confirm sufficiency of		

financial management system • Strategic plan/Report or other documentation that identifies needs of program intervention		
Send draft concept paper to team Review challenges and weaknesses		
Draft memorandum of understanding to team and community partners		
Ensure applicant organization e-submit "ready" or be prepared to mail in documents to be received by deadline		
Discuss idea with funder • TAKE NOTES and do as they say!!		
Draft budget and explanation of need for each item and review with partners		
Draft goals, objectives, methodology, timelines		
Draft narrative pieces • Include information on experience or linkages with organizations who have experience in area of need		
Determine "graphic" needs		
Compile rough draft		
Send rough draft to team		
Make necessary changes/additions to rough draft		
Produce "graphics" • Include Map(s) of project area		
Finalize budget goals, objectives, methodology, timelines		
Compile a second draft		
Second draft to reader		

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Insert all tables, graphics		
Changes as suggested by reader		
Number all tables, etc.		
Prepare all forms		
Prepare cover letter		
Proofread		
Number all pages		
Prepare table of contents		
Put in PDF documents		
E-submit		
Prepare grant file including complete "disc"		
Follow up with all members of the team and stakeholders – THANK YOUS!		