# Grant Proposal Checklist

*Use this checklist to track progress and ensure proposal readiness.*

## 1. Executive Summary

- ☐ Written last, after completing all proposal sections
- ☐ Clearly states the problem or opportunity
- ☐ Identifies target population or system served
- ☐ Describes the proposed solution
- ☐ Summarizes anticipated outcomes and impact
- ☐ Aligns clearly with the funder's mission and priorities

**Notes:**

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## 2. Organizational Mission, Vision, and Background

- ☐ Mission statement is clearly articulated
- ☐ Organizational vision is forward-looking and funder-aligned
- ☐ Brief history and purpose of the organization are included
- ☐ Organizational capacity is relevant to the project demonstrated
- ☐ Language avoids jargon and assumes funder is new to the organization
- ☐ Accomplishments directly relate to the proposed project
- ☐ Data or evidence of impact are included where possible

**Notes:**

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## 3. Statement of Need

☐ Problem or gap is clearly defined
☐ Population affected is clearly described
☐ Local, state, or national data are cited
☐ Need aligns with funder priorities and funding goals

**Notes:**

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# 4. Goals and Strategies

☐ Goals are clear, realistic, and measurable
☐ Strategies explain *how* and *why* change will occur
☐ Strategies align with organizational expertise
☐ Connection between goals and funder priorities is explicit

**Goals:**

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**Strategies:**

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# 5. Activities & Implementation Plan

☐ Activities align directly with stated strategies
☐ Activities are clearly described and feasible
☐ Timeline is realistic and logical
☐ Responsible staff or partners are identified
☐ Numeric targets or benchmarks are included where appropriate

**Implementation Timeline / Notes:**

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## 6. Evaluation & Outcomes Measurement

- ☐ Outcomes are clearly defined
- ☐ Success indicators are identified
- ☐ Data collection methods are described
- ☐ Evaluation plan is realistic and funder-appropriate
- ☐ Plan includes use of results for improvement or reporting

**Evaluation Metrics:**

## 7. Budget

- ☐ Budget is realistic and reflects the work plan
- ☐ Budget aligns with funder requirements
- ☐ Budget is sufficient to cover the cost of the project as described in the narrative
- ☐ Calculations are correct
- ☐ Budget narratives are detailed and specific

**Notes:**

## 8. Future Funding

- ☐ List other sources of funds and the amount of funds from each source
- ☐ Explain how the project will be sustained with future funding
- ☐ Details on how other funds will be obtained, if necessary, to implement the plan

**Notes:**

## 9. Attachments & Supporting Documents

Every grant is different and this is a common list.

# Grant Proposal Checklist

- [ ] IRS 501(c)(3) determination letter (if applicable)
- [ ] Current organizational operating budget (if applicable)
- [ ] Most recent audited financial statements
- [ ] Board of Directors list with affiliations
- [ ] Leadership or key staff bios
- [ ] Support letters or endorsement
- [ ] Commitment letters from project/program consultants or subcontractors (if applicable)
- [ ] Facilities description (if applicable)
- [ ] Data management plan (if applicable)

**Notes:**