Grant submission and writing checklist



In the overall proposal: The project purpose is clearly described The need for the project is convincing The work done to date is summarized The project goals & objectives are clear - the objectives are listed in a logical order, the objectives are specific & measurable, each objective supports a specific goal, the outcomes can be realistically achieved The impact of grant funds is fully explained Plans are presented for sustaining the project after the grant period Plans are presented for publicizing the grant & its accomplishments (if required) The work plan contains: A timetable, with adequate time for the accomplishment of goals A description of the work to be performed by key personnel A schedule for consultant visits/advisory meetings & explanation for their necessity A demonstration of PI's experience with techniques to be used, or examples of their successful use by others. Confirmation that generally accepted standards will be followed. An assessment of potential problem areas & ways to address them during the grant A confirmation that the necessary parties will cooperate & support the goals An awareness of similar projects & reasons for their success or failure

A description of any follow-up to occur after project completion
Samples of forms, finding aid formats, etc., to be used or created
The personnel section:
Includes the names, qualifications & duties of all known key personnel
Explains that staff qualifications are appropriate for the duties assigned
Includes job descriptions & qualifications for all positions to be filled
Describes how a wide search for the most qualified candidates will take place
Notes the names & qualifications of paid or non-paid advisors to the project
The proposal budget:
Indicates the uses for grant funds
Includes costs to be met by applicant or other institutions
Explains budget figures (e.g., breakdown of travel costs or consultants' daily rates)
Accounts for all expenditures in the proposal narrative
Includes a separate budget form for each year of a project lasting 18 months or longer & a grand total at the end of the budget form used for the final year (when applicable)
Includes appropriate cost-sharing or matching funds (when applicable)
Demonstrates efforts to achieve maximum economy in achieving project goals
Adds up!
The section on project outcomes/evaluation includes:
An evaluation plan that matches the list of measurable objectives & goals
A description of how data will be gathered, by whom & release date for final report
Evidence of careful consideration as to the purpose, audience, scope, & content of any intended product
Descriptions & justification of the format, content & distribution plans for publications
Descriptions of methods to be used in preparing & microfilming/digitizing recMake and Share Free Checklists
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