

A Model Checklist for Preparing Grants

The following list is suggestive of specific tasks that are required to prepare and submit a grant application. Not all elements are relevant for every granting agency.

Early in the process of preparing any grant, a checklist should be prepared and clarity should be reached about who is taking responsibility for each item.

A. Preparing the proposal

The narrative (possibly subdivided into sections)

- Project description
- Timetable
- Monitoring and Evaluation
- Institutional capacity
- Key Personnel
- Budget

Elements of preparing the narrative:

- Title Page
- Grantor's title page form
- Executive Summary
- Table of Contents

Attachments:

- Budget
- Budget Narrative
- Schedule of Activities
- Objectives with Indicators
- CVs (that meet the specifications of the grant)
- Letter(s) of institutional support

Any other grantor's required forms

Complete all necessary forms and obtain necessary signatures

B. Other tasks

Determine who will deliver key components of the grant

Communications

- Obtain agreement about the project description and budget
- Determine who needs to sign off

Budget Preparation

- Cost-Share Match?

Partnerships

- Designate a point of contact with each partner
- Communicate regularly
- Deal with budget implications for partners
- Obtain necessary letter(s) of support

Requirement to collaborate with grant official during the development of the grant

- Designate liaison person who will take this responsibility

Communicate with the Contract and Grant Officer

- Overview
- Obtain needed forms
- Share completed proposal

Grant Production

- Obtain supplies
- Copying necessary number of copies and check if electronic copy is needed
- Delivery/Confirmation