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