****

The Grant Process Checklist

# Determine Your Goals & Find a Grant

* Create a working list of your programs short- and long-term goals. Include: Needs, wants, expansions, improvements, long-term visions.
* Continually research and document grant opportunities.
* Narrow down grant opportunities that align with your needs and goals.
* Verify that your SFA/district is eligible to apply.
* Create a timeline for yourself from the time the grant application is open to the time you must submit it.

# Plan for a Grant

* Create an organizational chart and ensure the following roles is assigned to an individual who will complete each task:
  + Individual writing the grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Individual writing the budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Party approving the grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Individual overseeing the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Individual monitoring the project budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Individual implementing the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Individual/party evaluating the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Individual reporting to funders: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Create a separate checklist including all required project components as listed in the grant guidelines.(i.e. letters of recommendations, financial documents, non-profit status letter, additional project collateral).
* Identify any needed external project partners and determine the process for communication with them throughout the project.
* Create a project work plan of what you’ll accomplish with this grant.
* Get approval from your district to submit your application before you get too far into creating it!

# Write and Apply for a Grant

* Gather all additional required project components as listed in the grant guidelines.
* Create your budget. Include the following information:
  + Personnel:
    - Salary
    - Benefits
    - Taxes
  + Operating:
    - Supplies
    - Equipment
    - Travel
    - Contracts
  + Indirect costs
* Write your narrative:
  + Turn your project goals into SMART goals:
    - Specific
    - Measurable
    - Attainable
    - Relevant
    - Time-Bound
  + Turn your budget table into a budget narrative. Be sure that the budget table, budget narrative, and project narrative are telling the same story.
  + Fill out the project narrative to include all information, sections, and responses to questions from the application
  + Include all attachments and information needed for the application
* Proofread and revise.

# Finalize and Submit

* Ensure all needed attachments and information are included.
* Get final approval, as needed, from your district before submitting your application.
* Submit your application!