Terra Verde

Facilitating Successful Organizational and Fund Development

GRANT PROPOSAL DEVELOPMENT CHECK LIST

- ❑ Review Guidelines
    Their Objectives; Criteria

- ❑ Identify Documents Required

- ❑ **Identify Keywords!**

- ❑ Clarify Requirements—Matching Funds; Administrative Limits
    Can you meet requirements?

- ❑ Review Submission Guidance—Format; Deadline

- ❑ Establish Team; Assignments

- ❑ Establish Timeline for Each Piece of Proposal and Review to Meet Deadline

- ❑ Application Form, if required

- ❑ Partners; Letters of Support
    Request letters to partners w/ specific objectives and how partners will
    participate; outcomes and impact serve shared constituents

- ❑ Narrative
    Use keywords!
    Tell them what you're going to tell them, tell them and tell them what you told them!
    Meet *their* needs with your proposal!

- ❑ Budget—Program; Administration; Matching Funds

- ❑ Impacts & Outcomes—Tools & Measures

- ❑ Timeline for Initiative

- ❑ Documents & Documentation

- ❑ Review, Revise, Review, Revise…Repeat as necessary

- ❑ Cover Letter, if allowed

- ❑ Compile Packet, as Instructed

- ❑ Review for all Elements and Format

- ❑ Save an Electronic Copy; Hard File Copy