# Grant Application Checklist

| Stage | Key Steps |
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| **Stage 1**<br>Define project and get 'grant ready' | ☐ Define a project that is 'grant worthy.' It should have a specific, measurable, and timely outcome for your community and agency.<br><br>☐ Form a planning committee with all stakeholders.<br><br>☐ Confirm you're registered with SAM and that you have a D-U-N-S number.<br><br>☐ Prepare a detailed budget proposal.<br><br>☐ Research and find a grant that fits with your project. |
| **Stage 2**<br>Start the application process and get organized | ☐ Thoroughly read the application guidelines, note deadlines, information requirements, and submission instructions.<br><br>☐ If needed, register with the funder's grant application portal.<br><br>☐ Gather materials needed for applying (reports, data, budget, etc.)<br><br>☐ Start a folder or notebook to organize and store all of the information needed for applying. |
| **Stage 3**<br>Put your plan 'to paper' | ☐ Write the needs statement and the project narrative. Use data to support your agency's needs and to also specify your project goals.<br><br>☐ Ask for two or three people to review your application. |
| **Stage 4**<br>Submit the application and wait for the funder's decision | ☐ Submit the application.<br><br>☐ If your application is turned down, request feedback from the funder to learn why your application was denied and what you can do to improve your application.<br><br>☐ Build a relationship with the funding agency. |

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| **Stage 5**<br><br>Manage the grant award - be a good steward of the grant money | ☐ Read the funder's instructions for managing the grant funds and staying compliant for the grant award cycle.<br><br>☐ Collect data and reports showing how the grant money is achieving the goals and milestones you outlined in the proposal.<br><br>☐ Report on the project to the funder at agreed-upon dates. |
| **Stage 6**<br><br>Close-out the grant award and re-apply (if needed) | ☐ Follow the grant funder's instructions for all of the administrative processes and reports needed to close-out the award.<br><br>☐ Begin the application (if needed) for the next grant cycle. |