Your Grant Writing Checklist

No matter where you're at in the grant application process, this checklist will keep you on-target and ensure you don't leave out any important information.

> **Insider tip:** When you find the right grant opportunity, read through the instructions and highlight the list items on this checklist that are specifically called out as requirements. That way, you can double check that you've fulfilled all necessary criteria.

Getting started

- ☐ Identify the problem you're trying to solve
- ☐ List the steps you'll take to solve the problem
- ☐ Determine how much funding you'll need to enact your solution
- ☐ Meet with all key stakeholders in your organization to ensure they are on board with your project and search for funding
- ☐ Start your funding search with local organizations: your local rotary club, school district foundation, local government, area donors, etc.
- ☐ Broaden your search to the state level and then national level
- ☐ Search online via government websites (such as the Perkins Grant funding), foundations, large companies with a giveback program, and websites dedicated to listing grant opportunities
- ☐ Subscribe to grant newsletters and mailing lists to get alerted when new opportunities become available
- ☐ Create a list of potential funding sources and narrow it down to a few opportunities

Finding the right opportunity

- ☐ Ensure the grant you're applying for aligns with the vision of your project
- ☐ Determine if the funding amount will be enough to cover all the costs or if you can get an additional funding source to close the gap
- ☐ Make sure the organization is one you can see yourself working with
- ☐ Triple check the eligibility requirements to ensure you meet all criteria
- ☐ Look at the past winners to see if their projects are similar to yours
- ☐ Reach out to the primary contact (usually referred to as the program officer) to introduce yourself and ask any questions

Cover letter — One page

- ☐ Determine the right person to address your letter to (usually it'll be the program officer)
- ☐ Explain the problem you're solving
- ☐ Include a high-level overview of your project
- ☐ Identify how much funding your project requires
- ☐ Provide your contact information

Executive summary — One page

- ☐ State your organization's name and mission
- ☐ Describe the problem you're solving
- ☐ Identify the need to solve the problem you've outlined
- ☐ Explain your intended solution to the problem
- ☐ Provide a few pieces of research that support your solution
- ☐ Include the financial support required

Problem statement — One page

- ☐ Provide accurate, up-to-date stats that support your problem statement
- ☐ Add research and data points to support your solutions to the problem
- ☐ Persuade the grant reviewer why your project matters
- ☐ Discuss why your solution to the problem will uniquely meet the need

Program design — As many pages as needed

- ☐ List each specific, measurable outcome of your project
- ☐ Discuss why these outcomes are necessary and important
- ☐ Provide research and evidence to support the importance of your outcomes
- ☐ Explain exactly how you'll achieve those outcomes
- ☐ Discuss how you'll measure the learning process and progression toward the goals
- ☐ Detail the milestones you'll need to hit on the path to your outcomes
- ☐ List any potential problem areas and ways to address them
- ☐ Identify who will be involved in the project and their required qualifications
- ☐ Explain the work required from key personnel
- ☐ Detail how you'll measure and analyze the outcomes
- ☐ Indicate who the evaluation will be shared with, internally and externally
- ☐ Describe any follow-ups that need to occur after the project is completed
- ☐ Confirm that all necessary parties will cooperate to achieve the listed outcomes

Project timeline — One page

- ☐ Explain when you'll begin each part of the project
- ☐ Indicate when assessments and trainings will occur throughout the process
- ☐ Identify the timeline for reaching key milestones on the path to completing your outcomes
- ☐ Detail when you plan to achieve each outcome
- ☐ Explain how you'll maintain the program after the budget period

Proposal budget — One to two pages

- ☐ Provide a breakdown of any costs related to personnel expenses
- ☐ Detail overhead costs
- ☐ Explain any required volunteer hours or materials (considered in-kind contributions)
- ☐ Indicate the cost of required materials and/or travel expenses
- ☐ Provide justification or a short explanation of each expense listed

Supporting documents*

- ☐ Include your cover letter
- ☐ Add any documents from personnel indicating their participation in the project
- ☐ Provide documents that confirm your organization is a 501(c)3 non-profit
- ☐ Include a copy of your organization's most recent tax return or financial audit
- ☐ Present any research materials related to your project

*This section will largely depend on the grant instructions, so read those closely to ensure you're including the right supporting documents.

Ready to start searching for grants?

Our blog post "**A Comprehensive List of Grants for Teachers: Find Funding for Your STEM Curriculum**" provides a list of STEM and technology grants that are available for classrooms across the country. This curated list will give you a good idea of what's available and the types of sources that provide classroom grants.