



# Business Grant Writing Checklist

Grant program name: \_\_\_\_\_

Final deadline: \_\_\_\_\_

Target submission date: \_\_\_\_\_

## Application Instructions

✓	<b>Research and Planning</b>
	Review grantmaker priorities, eligibility criteria, deadlines, and proposal requirements thoroughly in the official RFP or guidelines
	Confirm alignment of your organization's mission and programs with funder priorities
	Research grantmaker's past awards to understand their focus areas
	Brainstorm innovative project ideas that address community needs and align with grantmaker goals
	Discuss ideas with staff and get their input on feasibility
	Set up introductory meetings with grantmaking foundation staff during off seasons
	Introduce yourself and your organization to local congressional offices
	Conduct regular searches for new government and private grant opportunities
	Bookmark relevant grantmaker websites and portals and review opportunities weekly
	Don't overlook small local foundations - research opportunities in your city or region
	Analyze successful applications from similar organizations
	Compile boilerplate organizational information for applications - mission, history, financials, leadership bios, partners etc.

✓	<b>Building Relationships</b>
	Maintain ongoing contact with grant program managers throughout the year
	Participate as a grant reviewer to gain insights on grantmaking processes
	Join relevant steering committees and advisory boards
	Keep congressional representatives apprised of your programs and outcomes
	Leverage local partnerships - involve partners in planning and inform them of submissions
	Gather letters of support from partners, experts, and community leaders

✓	<b>Preparing the Proposal</b>
	Carefully read RFP and highlight all instructions, deadlines, eligibility criteria etc.
	Construct a realistic schedule with tasks, assignments, and internal deadlines
	Allow ample time for writing, review and submission prior to final deadline
	Thoroughly understand evaluation criteria and scoring rubric
	Outline narrative sections based on prompts and criteria
	Research and collect data to document community needs and issues
	Gather information on project personnel and their qualifications
	Develop clear goals, objectives, activities, timeline, and evaluation plan
	Construct budget aligning with proposed activities
	Describe sustainability plans for continuation after grant period
	Follow all formatting specifications and requirements
	Use standard formatting styles for clarity when possible - headings, lists, bold/italics
	Write clearly and concisely in plain language, avoid jargon
	Back up claims with evidence and data, use real examples and stories

	Quantify expected outcomes and impact with metrics
	Describe relevance of project to grantmaker goals and community needs
	Demonstrate expertise in the subject matter but avoid assumptions of prior knowledge
	Follow any guidelines on contact with grantmaking staff
	Develop 1-2 page proposal summary for phone or in-person review

✓	<b>Feedback and Revision</b>
	Hold brainstorming sessions regularly throughout drafting process
	Discuss drafts with organizational leadership and gain their input
	Confirm relevant staff have reviewed sections pertinent to their role
	Solicit feedback from partners involved in proposed project
	Incorporate diverse stakeholder perspectives in revision process
	Have a neutral third party review near-final draft for fresh perspective
	Review carefully for grammar, spelling, punctuation, consistency, flow
	Verify that language and tone are clear, concise and compelling
	Revise based on internal and external feedback until narrative is polished

✓	<b>Final Review</b>
	Scrutinize entire application package for completeness and accuracy
	Ensure all required documents and attachments are included
	Review budget numbers for consistency across documents
	Confirm compliance with all formatting guidelines
	Verify all instructions and requirements have been followed



	Complete any final applicant authorization requirements
	Submit early to allow sufficient time for technical difficulties
	Print or save confirmation of final submitted application

✓	<b>Follow Up</b>
	Notify partners and congressional representatives of your submission
	Send thank you notes to anyone who provided assistance or support
	Mark calendar for announcement date and follow up if you don't hear
	Contact grantmaker if you have critical updates related to your organization or proposed project
	Request reviewer feedback and insights if your application is declined
	Analyze comments to strengthen any future revised or new submissions