

Grant Writing Checklist: 11 Things to Have Ready

Make sure you have the most-often requested items for grant proposals ready to go for your next grant writing campaign.

Answer each of the following and provide via an attachment in an email to betsy@nonprofitmediasolutions.com with the subject line, "Grant Writing Checklist" before first grant writing project begins.

1. Your organization's mission and brief history. When and why was your nonprofit founded and by whom? Has its focus changed over the years? What are some key moments in your organization's history? What was the most recent accomplishment achieved?
2. A list of all programs. Provide a brief description of program highlights, population served and how many reached for each program. Provide at least one positive measurable outcome for each program
3. The annual budget for the current fiscal year, with separate budget sheets for each program. Create in an Excel spreadsheet and save.
4. Percentage of administrative expenses of the total budget.
5. A need statement for your project or program. What is the issue your nonprofit addresses? What need/s does your community have? How specifically does your organization eliminate or reduce the need, thereby providing workable solutions for your community and the people in it? How do you make the world (or your world, however big or small) a better place to be?
6. Detail on any collaborations with other organizations or businesses. Do you have an annual event with a community partner? An ongoing relationship with a corporation or local business? How do you work together?
7. A listing of major funders already committed to the project or program. Include the amount of funding committed by each donor.
8. The percentage of the project/program budget contributed by board members, and the total amount of the board's contribution.
9. Your expected outcome for this project or program. What does success look like?
10. An explanation of how you measure your results against the goal. Have an explanation for your data and what it means.
11. Program or project sustainability. What is your plan for continuing programming if you don't get funding?