## Example Grant Writing Checklist

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| **Name of Grant:** | XYZ Grant |
| **Grant Release Date:** | Aug 1, 2014 | **Grant Due Date:** | Sept 30, 2014 |
| **Proposal Component** | **Person(s) Responsible** | **Draft Due Date** | **Final Due Date** | **Complete(✓)** |
| Register for D&B Number |  |  | Aug 1(recommended immediately) |  |
| Register for Electronic Handbook (EHB) |  |  | Aug 1(recommended immediately) |  |
| Statement of Need |  | Sept 1(recommended 3 weeks prior to full grant compilation) | Sept 8  |  |
| Project Narrative, including:* Goals & objectives
* Methodology
* Work plan narrative
* Work plan
* Sustainability plan
* Evaluation plan
 |  | Sept 1(3 weeks) | Sept 8 |  |
| Budget Table |  | Sept 1(3 weeks) | Sept 8 |  |
| Budget Narrative |  | Sept 1(3 weeks) | Sept 8 |  |
| Organization information, including:* Qualifications
 |  | Sept 8(recommended 2 weeks prior to full grant compilation) | Sept 15 |  |
| Appendices, including:* Staff plan and position descriptions
* Biographical sketches/resumes
* Letters of Support
 |  | Sept 8(2 weeks) | Sept 15 |  |
| Abstract |  | Sept 8(2 weeks) | Sept 15 |  |
| **Grant Fully Compiled** |  | Sept 22 | Sept 24(complete ahead of time to allow time for final review) |  |
| **Submit to EHB** |  |  | **Sept 26**(submit ahead of final due date in case of processing errors) |  |