## Example Grant Writing Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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) | |  |