Equity Trustees

GRANT APPLICATION CHECKLIST

Here are some things for you to think about. You might not need all of these points.

- Once you've found a suitable funding program, read the guidelines carefully.

- Check the deadlines, allowing plenty of time to write your application.

- Check you are eligible to apply. Does your project meet the selection criteria?

- Do you address all items in the grant giver's guidelines?

- Have you provided a clear project summary?

- Does your application comply with grants timelines?

- Does your application include information on how you will deliver the project and include any project partners and their details?

- Does your application adequately demonstrate the issue /need you wish to address through your project?

- Does your proposal specify realistic and measurable project objectives?

- Does your application show why this project is unique, innovative, and different from (and an improvement over) existing programs.

- Does your application contain a detailed budget that is accurate and adds up?

- Has your final version of the application been reviewed by someone not involved in writing your application?

- Is your application in the format requested?