Grant Writing Checklist

CHECKLIST:

Applying For Grants

Researching Grants

- ☐ **Grant Database**
    - ○ [Big Online](#)
    - ○ [Grant Connect](#)
    - ○ [Grant Station](#)
    - ○ [Fundtracker Pro](#)
- ☐ **Province's Community Investment Project grants**
- ☐ **Online Research;**

What's Your Pitch?

- ☐ **What does your nonprofit do?**
- ☐ **Why are you doing the work you do (and why nobody else can do it)?**
- ☐ **What is unique about your organization?**
- ☐ **Why is your nonprofit important for the communities you serve?**
- ☐ **What other organizations put their trust in you to do the work?**
    Examples: Red Cross, the Government (local, municipal and/or federal) and corporations

Planning Your Proposal

- ❑ What's the activity, project or program?

- ❑ Who is going to be involved and how many people will be served?

- ❑ What do you need money for?

- ❑ What's the purpose of the activity, project or program?

- ❑ Who will benefit and how?

- ❑ What are your expected results or outcomes?

What About The Money?

- ❑ How much money will you need?

- ❑ What are the program costs?

- ❑ Add 10-15% for overhead costs

- ❑ Is there matching?

- ❑ Does this grant have a cap on the dollar amount you can apply for?

What To Include With Your Application

Confirm you have completed the following before submitting your grant application:

- ❑ You have completed all applicable application pieces?

- ❑ You have made a compelling pitch

- ❑ Your budget matches their outline and requirements

- ❑ You have asked for an amount that fits within their guidelines

Getting A Decision

- ❑ Presell your application

- ❑ Meet the application deadline

- ❑ Wait for the decision

- ❑ Build a "Bank of Knowledge"

You're Awarded The Grant – Hooray!

Confirm the Grant Award next steps;

- ❑ Send a thank you note to the grant foundation
  (Stewardship of funding and donors is priority #1)

- ❑ Read the fine print of the grant award

- ❑ Will the grant award be dispersed all at once or is it phased?

- ❑ If it's phased, what are the requirements / metrics (if any) for the release of money?

- ❑ What reporting is required to the grant foundation?

- ❑ Organize your plan / schedule for reporting deadlines and phased action metrics
  (Add or refer to you Bank of Knowledge)

- ❑ Will this grant foundation award you a grant again
  - o If so, add to your grant application deadline schedule
  - o If not, thank them and look for longer term funders

What's Next?

Back to planning again!

- ❑ Succession planning

- ❑ Start researching opportunities. Keep updating constantly.

- ❑ Submit applicable reports to the granting organizations

If you have further questions on the best practices for applying for grants for your nonprofit, book a consult with one of our highly experienced associates.