

Request for Funding Checklist

If you have identified a grant that you intend to apply for, then go through the request for proposal (RFP) or request for application (RFA) and complete this checklist. Completing this may seem unnecessary, but it should help reduce errors in submitting your grant – errors that may disqualify your application even before it is reviewed!

Basic Information

What project or program are you hoping this grant will fund?

Do you have the necessary authorization to submit this funding request?

Yes No, and I still need to:

What is the contact information of the funding agency, including its website address?

Has the funding agency designated a person to contact if you have questions?

Submission Logistics

What's due and when?

Is there an intend-to-apply statement or postcard required? (Sometimes a funding agency wants to get an idea of how many applications it might receive and requests that interested parties notify the funding agency of their intent to apply.)

Yes No

If yes, what is the deadline and who do you notify?

Is there a concept paper, letter of intent, or brief proposal required?

Yes No

If yes, what is the deadline? Note whether that deadline is the postmarked date, the received-by-e-mail date, or the received-in-office date.

If yes, where do you send these pre-application materials?

Is there a full application required?

Yes No

If yes, what is the deadline? Note whether that deadline is the postmarked date, the received-by-e-mail date, or the received-in-office date.

If yes, where do you send the application?

What are the formatting guidelines of the application?

Is there a maximum page length?

Yes No

If yes, what is the max? Note if that maximum is for the narrative only or the narrative and attachments.

Is there a minimum font size?

Yes No

If yes, what is the minimum?

Are there required page margins?

Yes No

If yes, what should the margins be?

Are you required to use their online application materials?

Yes No

If yes, what is the website address for the application?

How many copies do you send in?

One original plus _____ copies. Do you include the attachments with the copies?

Other essential notes on submission logistics:

Award Information

What is the total amount of funding the agency is awarding?

How many grants does the funding agency expect to award?

How much do they expect to award each successful applicant?

What are the matching requirements?

Cash-match requirements:

Can the cash-matching funds be from other grants?

In-kind match requirements:

Other essential notes on the award information:

Application Attachments

Are there any required attachments? (Attachments might include letters of support, audited financial statements, list of partners, IRS letter designating your tax exempt status, etc.)

Yes No

If yes, what is required?

Are there any materials you might attach that help your application?

Yes No

If yes, what does the grant agency suggest?

Other essential notes on the application attachments:

Other

Are there any other rules or requirements for this application not already stated?