

A Proposal Checklist

- Cover page
- Table of contents
- Summary of the request or executive summary
 - appears at the beginning but is usually written last
 - identifies the grant applicant
 - shows you are a trustworthy and reliable organization
 - clearly describes the statement of need or the problem/issue being addressed
 - summarizes the outcome to be delivered
 - describes how the outcome(s) will be delivered
- Introduction of the applicant
- Clearly establishes who is applying for the funds and the stakeholders they serve
- Describes the purpose and goals of the organization and/or partners
- Describes the applicants' programs, services, activities
- Provides evidence of accomplishments and qualifications
- Includes quotes and, testimonials showing support
- A description of the needs being addressed
- Provides evidence of the problem or challenges (statement of need)
- Demonstrates how it relates to the organization
- Provides evidence or research to support the need
- Does not make any unsupported assumptions
- Makes a compelling case.
- What you plan to accomplish at the end
 - explains what will be different as a result of this initiative
 - describes the end result that will be achieved or what stakeholders will have that they didn't have when they started
 - explains how you will know when you have succeeded in achieving your goals
- A project description

- vision
 - mission or purpose statement
 - goals or strategic directions
 - deliverables or outputs, tangible things like a printed resource or number of workshops
 - plans for implementation (objectives, action steps, timelines)
- Budget
 - Project management team
 - Evaluation methods
 - Sustainability/future funding