

Checklist for Grant Writing

1. In the overall proposal:

- the project purpose is clearly described
- the need for the project is convincing
- the work done to date is summarized
- the project goals & objectives are clear
 - the objectives are listed in a logical order
 - the objectives are specific & measurable
 - each objective supports a specific goal
 - the outcomes can be realistically achieved
- the impact of grant funds is fully explained
- plans are presented for sustaining the project after the grant period
- plans are presented for publicizing the grant & its accomplishments (*if required*)

2. The work plan contains:

- a timetable, with adequate time for the accomplishment of goals
- a description of the work to be performed by key personnel
- a schedule for consultant visits/advisory meetings & explanation for their necessity
- a demonstration of PI's experience with techniques to be used, or examples of their successful use by others. Confirmation that generally accepted standards will be followed.
- an assessment of potential problem areas & ways to address them during the grant
- a confirmation that the necessary parties will cooperate & support the goals
- an awareness of similar projects & reasons for their success or failure
- a description of any follow-up to occur after project completion
- samples of forms, finding aid formats, etc., to be used or created

3. The personnel section:

- includes the names, qualifications & duties of all known key personnel
- explains that staff qualifications are appropriate for the duties assigned
- includes job descriptions & qualifications for all positions to be filled
- describes how a wide search for the most qualified candidates will take place
- notes the names & qualifications of paid or non-paid advisors to the project

4. The proposal budget:

- indicates the uses for grant funds
- includes costs to be met by applicant or other institutions
- explains budget figures (e.g., breakdown of travel costs or consultants' daily rates)
- accounts for all expenditures in the proposal narrative
- includes a separate budget form for each year of a project lasting 18 months or longer & a grand total at the end of the budget form used for the final year (*when applicable*)
- includes appropriate cost-sharing or matching funds (*when applicable*)
- demonstrates efforts to achieve maximum economy in achieving project goals
- adds up!

5. The section on project outcomes/evaluation includes:

- an evaluation plan that matches the list of measurable objectives & goals
- a description of how data will be gathered, by whom & release date for final report
- evidence of careful consideration as to the purpose, audience, scope, & content of any intended product
- descriptions & justification of the format, content & distribution plans for publications
- descriptions of methods to be used in preparing & microfilming/digitizing records