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