



Key Commitments for Winning Grants Checklist

To ensure a smooth grant process and increase the chances of submitting a successful proposal, consider whether your library can commit to the following.

Accountability

- Ensure alignment with the library's mission and vision.
- Secure support from library leadership.
- Allocate necessary resources for project success.
- Uphold commitments and maintain financial transparency.

Effective Communication

- Craft a clear, concise, and honest proposal that clearly conveys goals and objectives.
- Request the funding you genuinely need to achieve the goals.
- Keep all stakeholders well informed about the grant and its progress.

Meeting Community Needs

- Identify and thoroughly understand the specific needs of the community.
- Utilize data and real-life stories to illustrate these needs effectively in the proposal.
- Develop a grant project that focuses on solutions to meet these community needs.

Planning

- Align the project with the library's strategic plan, if applicable.
- Create a comprehensive project plan, including goals, objectives, activities, deadlines, and resource management.
- Establish a realistic budget for the project.
- Implement effective methods for tracking tasks and contacts.

Partnerships

- Cultivate strong relationships with grant funders.
- Develop strategic collaborations to leverage resources, share expertise, and support the project.
- Identify community groups that share the library's vision and goals to approach as potential partners.
- Involve community members in focus groups and planning sessions.

Evaluation

- Clearly define what success looks like for the project.
- Develop an evaluation plan and logic model to determine if the project has met its goals.
- Identify the impact and outcomes the project aims to achieve.

Sustainability

- Consider the long-term sustainability of the project beyond the grant period.
- Plan for the continued existence of positions if new staff members are hired.