



Grant Proposal Submission Checklist

Use this checklist to confirm that your grant proposal is ready for submission.

General Requirements

- The proposal aligns with the funder's priorities and interests.
- Organizational capacity and qualifications have been confirmed.
- Instructions and guidelines have been thoroughly followed.
- The correct font, margins, paper type, and binding have been used.
- Page/word limits have been strictly observed.
- All required signatures have been obtained.

Components

- The correct number of copies have been sent, shared with partners, and retained.
- The cover letter effectively explains the project and request.
- Proposal components are titled and arranged in the specified order.
- The comprehensive project description communicates the need and anticipated impact.
- Detailed methodology, a timeline, and a comprehensive evaluation plan are included.
- The budget is realistic and accurate, with all calculations verified.
- Letters of agreement from partners and letters of support are included.

Content and Clarity

- The proposal is clear and comprehensible to someone outside the grant team.
- Partnerships and community involvement are highlighted.
- The proposal has been meticulously proofread for clarity and professionalism.

Submission Confirmation

- The submission was completed before the deadline. Submission date: _____.
- Confirmation of submission has been retained.