



Grant Application Deconstruction Worksheet

Key Details (Note deadlines, information sessions, contact persons, and opportunities to ask questions or submit drafts.)

Qualification Check (Review eligibility criteria carefully, required registrations for online portals, or necessary partnerships or expertise.)

Funder Overview (Understand the funding agency's mission, goals, past funding, and main priorities and focus areas for this grant cycle.)

Document Requirements (List formatting guidelines, including specifications for fonts, citations, and submission methods.)

Proposal Structure (Identify required sections. Make a list of keywords or themes to incorporate into the proposal.)

Financial Considerations (Note funding available, cost-sharing requirements, and allowable costs to ensure that the project budget aligns with the guidelines.)

Review Process (Summarize the review process, including rubrics or evaluation criteria used to assess proposals.)

Supplementary Components (Identify additional sections, supporting documents, or required forms, such as letters of support.)

Preparing For Action (List remaining questions. Set deadlines for completing components and receiving assistance or feedback. Confirm compliance with internal regulations.)
