

Grant Writing Checklist

General Writing Tips

- Use clear, direct language (avoid jargon).
- Keep sentences concise and to the point.
- Focus on the funder's priorities and mission.
- Use data strategically while incorporating storytelling.

Structural & Content Review

- The proposal follows the required format and structure.
- Each section (Executive Summary, Statement of Need, etc.) is well-defined.
- Goals and objectives are specific and measurable (SMART).
- The budget aligns with the project description and is well-justified.

Common Mistakes to Avoid

- The proposal does not exceed word or page limits.
- The problem statement focuses on community needs, not just organizational struggles.
- The application does not contain vague statements or unsupported claims.
- The proposal has been proofread for grammar, spelling, and clarity.

Submission Preparation

- All required attachments (letters of support, financials, etc.) are included.
- The final application has been reviewed by multiple team members.
- The grant is submitted before the deadline.