

CHECKLIST

Grant Writing Process

Step #1 – Develop Your Idea

- Dream BIG
- Tap into your passion
- Complete worksheet on how to make your idea more attractive to funders
- Find solutions to ensure your idea does not turn off funders
- Activate your dream BIG cells using a variety of activities
- Assess the needs of your agency, population to be served and community
- Write a fundable plan (use Kiritz's template if needed)

Step #2 – Research Potential Funders

- Complete a key word worksheet
- Identify which of four primary funders would be the best match for your idea
 - Government s
 - Foundations
 - Corporations
 - Individuals
- Select aspects of the linear and non-linear approaches that might work best
- Make a pre-proposal contact with a potential funder
- Get application forms and guidelines
- Decide – Is there strong idea match between your idea and the funders?
- Collect information about funders and how they evaluate proposals

Step #3 – Customize Your Proposal

- Create a time line for completing your proposal
- Apply a winning attitude
- Assemble support data
- Use winning writing tips
- Improve the appearance of your proposal
- Write a first draft
- Conduct a mock review of first draft
- Edit first draft
- Submit proposal ideally 10 days before deadline

Step #4 – Respond to the Decision

- Thank funder, regardless of result
- Ask for feedback to improve future proposals
- Re-apply, if your idea matches the funder's, using feedback
- Use a 3-submission approach, if necessary
- Congratulate yourself on a job well done