

# Grant Application Checklist

## BEFORE you apply:

- ☐ Identify an unmet need or ongoing problem.
  - ☐ Research the problem/need and supporting statistics.
  - ☐ Research past and current solutions, and identify how your solution is unique, realistic, and necessary.
- ☐ Identify and develop relationships with the stakeholders.

**Stakeholders include:** leadership, staff, volunteers, supported populations, community members, partner organizations, relevant government agencies, etc
- ☐ Assemble organization/program team
- ☐ Identify mission, vision, values
- ☐ Develop a strategic plan with “S.M.A.R.T.” goals, objectives
- ☐ Determine what action steps are needed to meet your goals & objectives
  - ☐ Identify needs: location, staff, equipment, supplies, professional support, etc
  - ☐ Identify available resources
  - ☐ Develop organization & program budgets
- ☐ Research grant opportunities
  - ☐ Read entire application and all instructions
  - ☐ Research granting organization

## Important Information & Documents:

- ☐ Contact information - org/program leader AND applicant point of contact

**Consider:** phone, email, physical and mailing addresses, website, social media, etc
- ☐ IRS Letter of Determination
- ☐ Certificate of Formation from TX Secretary of State
- ☐ Tax Returns (Form 990)
- ☐ Financial Statements (these are NOT your bank statements)

This can include a profit and loss statement from the previous year, a current balance sheet, or a cash flow report
- ☐ Receipts (if you don't already have a budget)