

Creating a Grant Submission Checklist

Purpose of Creating a Grant Submission Checklist

A grants submission checklist is a tool that grant writers use to help keep track of all the components of an application that need to be submitted to a funder. The submission checklist also helps bring clarity to the assignment by delegating the work to specific individuals, assuring all components of the application are accounted for by a team member. In short, a checklist can help organize the grant application process.

Unfortunately, since every organization, foundation, corporation, and federal administration has different grant requirements, a new grant submission checklist must be made for every grant, even if it is through the same entity, for which you will apply. Fortunately, when grant opportunities are announced, the funder will clearly list what they expect the letter of intent or application to contain, including additional attachments. This information is vital to aid in creating your grant submission checklist. Use the information provided by the funder to create a simple "yes"/"no" checklist that details all sections, completion status, and individuals responsible for each section/task.

If a funder requires a multiple stage process to complete an application, the applicant can create a checklist per stage (two documents), one table split by amount of stages (one document), or one giant table for the entire application process (one document). The final product capturing this information is dependent on the team's visual preference. Working with a template that is easy to follow for the team will help ensure you package the application exactly like the funding entity requests it. The checklist can be created in a spreadsheet or word document and kept electronically and/or hard copy.

Key Components of a Grant Submission Checklist

Each grant submission checklist will vary depending on the application requirements of the funder; therefore, the key components of a grant submission checklist will be dependent on the application requirements and project team's style preference. Remember to include all grant sections (along with components/sub-questions that are applicable to these sections), attachments (required and optional), the individuals responsible for completion of the sections, and completion status of the section.

Sample Grant Submission Checklists

Here are some sample checklists. Remember every grant is different, and this tool should be tailored to each specific funding opportunity:

- https://www.escardio.org/static-file/Escardio/Subspecialty/Councils/CCNAP/Documents/grant_proposal_checklist.pdf
- <https://www.smartsheet.com/sites/default/files/IC-Grant-Proposal-Checklist-and-Evaluation-Form-Template-PDF.pdf>
- https://www.sdccd.edu/docs/ISPT/grants/pdfs/tutorial/ESSGrantProposalChecklist_rev2-2022.pdf

About Methodist Healthcare Ministries of South Texas, Inc.

At Methodist Healthcare Ministries we view capacity building as a process of organizational strengthening. We work alongside our funded partners and community organizations, building upon their assets to increase their impact in community and improve health equity. Capacity building is an investment in nonprofits' abilities to be more efficient, effective, and sustainable.