

Grant Assessment Checklist



So you found a grant—that's awesome! But before you devote all your energy to applying, you need to make sure the grant is the right fit.

Here's a series of questions to ask yourself, along with some hints that might help guide your answers.

Do I meet eligibility criteria?

Have they funded in my area?

Hint: If it's a foundation, you can find this information in their 990.

How many awards will be made?

Do I have enough time to complete the application?

Hint: The time it takes to complete applications varies, depending on how complex they are. For example, federal grants take an average of 60 to 80 hours to complete. Generally, the more money someone is giving away, the more intricate the application process—and the more time you should devote to it!

Is there a match requirement (and can I meet it)?

Hint: Government grants usually involve match requirements.

Is the award amount adequate?

Hint: Don't ask for more than the maximum award.

Who else is applying for this (and is a partnership possible)?

Hint: Federal grants, for instance, often encourage partnerships.

Have they funded similar projects?

Hint: Reviewing prior awards is a terrific way to assess fit.

Will I be able to meet all contract requirements?

Hint: Government grants always require you to meet all contract requirements. Sometimes, other funders require this as well.

Good luck, and good granting!