



# GRANT PROPOSAL CHECKLIST

Use this checklist to create a strong and complete grant proposal and secure funding for your dream project.



## WHAT TO INCLUDE:

### PROJECT INTRODUCTION

What is the problem that your project is addressing?

Why is there a need for an artistic solution?

What research supports this claim?

Who will this project serve?

Why does it need to be funded?

Why is it important to the public?

Why is this project urgent?

Is my project summary clear and concise?

Have I used strong action verbs?

### OBJECTIVE

What will this project result in or change when completed?

What individual goals will help achieve the overall objective?

### PROJECT DESCRIPTION

What methods will be used to achieve this objective?

What will I make?



## WHAT TO INCLUDE:

How will I make it? Why was this particular method chosen?

What resources or materials will I need? How will I get them?

Who else is responsible for these activities? How will they be selected?

Where will I make the project?

Where will I show, publish, and/or perform the project?

How does this project connect to, depart or build on past work?

How will your work and career advance or develop?

## PROJECT TIMELINE

What are the start and finish dates for the project?

What specific activities need to be completed?

What steps are you taking to make it possible?

When will they be completed?

When will the project be shown, published, and/or performed?

## BUDGET

How much will the project cost?

What is the breakdown of costs?

Itemize and categorize all expenses & how they match methods described

Have you received any funding from another source?

Are you requesting any resources besides funding?



## WHAT TO INCLUDE:

### EVALUATION

How will you measure the success of the completed project? Your objectives?

Will data be collected to evaluate the project? Qualitative or quantitative?

How will this data be analyzed?

When will the grantor receive this evaluation?

How will this information be shared with others and the public?

### WORK SAMPLES

Do you have professional photos of your work?

Are they relevant to the proposal?

Do they show that you are capable of the medium?

### APPLICANT INFORMATION

Contact information

Website

Artist statement

Artist biography

Supplementary materials

### MISCELLANEOUS

Review any specific guidelines and format materials correctly

Contact a granting officer, if necessary