

How to use this check list:

- a. If you answer yes or maybe to a grey highlighted question move on to the next grey highlighted question.
- b. Sub-bullets provide extra clarifying examples to further elaborate on the grey questions.

Question Guide*

1. Check eligibility requirements—is my agency eligible?
 - a. For example, does the grant specify IRS categories eligible such as 501c3 or 501c4 and is my agency one of them?
2. What have they funded in the past and is my program or project similar?
 - a. If this information isn't available on the program website reach out to grant contact to get a better idea if you are unsure. You can also look at publicly available 990's to see what organizations foundations have funded in the past.
3. What are the requirements of the grant application?
 - a. Can we meet all requirements by the deadline, or do we meet them already?
 - b. Are proof documents required, and do we have them/can we get them in time? For example: List of board of directors, Articles of incorporation, IRS determination letter, Audit/financial statements.
 - c. Do we need Letters of support? Can we get them in time?
4. How long do I estimate it will take to put together an application and is this worth it based on likely funding amount? (In general, it is easy to underestimate the time it will take to do an application) Some sub questions to ask are:
 - a. What data is required for the submission? --Do I have access to this data, or can I find it?
 - b. Are their back up documents required to fill out such as:
 - i. A budget template, A workplan, A logic model, or evaluation plan
 - c. Will applying for a small grant now possibly mean a larger grant in the next 5 years?
5. If awarded what are the reporting requirements of the grant and can my agency realistically meet them? Some sub questions to ask include:
 - a. Do we have data tracking mechanisms?
 - b. Do we have the staff capacity to write reports/gather data for reports?
 - c. Do we have the technology necessary to complete reports?
 - d. How frequently are reports required? How much time do we estimate it would take to complete a report—if available ask grant agency if there is a past example.
 - e. How long do we have to store information related to a grant after it is completed? --Do we have the capacity to do this?
6. If you answered yes to all grey questions above, assess sub questions for a more detailed evaluation.

* This checklist has been modified to support the Grant Writing 101 presentation made for Food Bank member agencies on 3/20/2024