



12-Step Grant Writing Checklist

- ☐ Verify Eligibility
- ☐ Read the Application Instructions & Attend the Webinar
- ☐ Verify the Deadline Date, Time, & Time Zone
- ☐ Set Up & Test Your Login
- ☐ Collect the Attachments
- ☐ Draft the Proposal Narrative
- ☐ Edit the Proposal Narrative
- ☐ Score the Proposal
- ☐ Enter the Proposal in the Online Portal (or prepare printed/emailed documents)
- ☐ Proofread the Proposal in the Online Portal
- ☐ Submit, Email or Mail the Proposal (save a full copy including attachments)
- ☐ Follow Up!