GRANT APPLICATION CHECKLIST

Are you ready to submit a proposal?

The following questions are designed as a tool help determine whether to pursue grant funding for a specific project.

- [ ] Are you familiar with the Procedures for the Development and Submission of Grant Proposals? ("Forms and Procedures" can be requested from the Office of Grants and Institutional Development or found on the departmental web site: https://www.brookdalecc.edu/advancement/grants/forms/.
- [ ] Does this project fit with the college mission and priorities? Which priorities will the project help advance?
- [ ] Has a funding source been identified? If no, contact the grants office.
- [ ] Is there adequate time to plan, develop, write, obtain internal authorization, and submit the proposal to the grants office *five* (5) days before the agency deadline?
- [ ] Have you discussed the project and funding opportunity with your Department/Division Chair, Institute Dean and/or Vice President?
- [ ] Does the college have a funding history with the grant-making agency?
- [ ] Are you thoroughly familiar with the grant guidelines? Have you discussed the guidelines with the director of grants?
- [ ] Is your project well aligned with the grant agency funding criteria?
- [ ] Does the funding agency require an institutional match, either in-kind or cash? Have you identified a source of match? If the source is institutional, has the match been approved?
- [ ] Do you have a well-designed project plan?
- [ ] Have you identified who will develop/write/submit the proposal? Have you included the grants office on the proposal team?
- [ ] Have you identified grant partners?
- [ ] Have you discussed this opportunity with those partners? Have you *secured written commitments* from each partner?
- [ ] Does the college have the resources (space, personnel) to administer this grant?
- [ ] Does the grant offer indirect costs to the college? Have you discussed indirect costs with the director of grants?
- [ ] Does the college have the resources to sustain this project after grant funding? What are the plans for sustainability?
- [ ] Does this project have future financial potential (a good return on investment; e.g., increased enrollment, increased retention, new services, new collaborative partnerships)?