**Grant Application Review Worksheet**

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| **Funder:** | | |
| **Website:** | | **Primary Contact**  **Name:**  **Title:** |
| **Mailing Address:** | |
| **E-Mail:** |
| **Phone:** |
| **Application**  **Login Info:** | | |
|  | | |
| **Description of**  **application item** | **Notes** | |
| 1. Application deadline(s)?  Postmark date or delivery date? *Indicate time zone for online submissions* |  | |
| 2. Board resolution required?  *If yes, it will be necessary to get approval, with signature of Board President/Officer* |  | |
| 3. Initial LOI? or Full Proposal? |  | |
| 4. Online or hard copy? |  | |
| 5. Funders’ mission/objectives? |  | |
| 6. Range/Amount of grant awards? *(i.e. minimum, average, maximum; also indicate if funding amounts are related to the size and age of an agency)* |  | |
| 7. Funding categories/ initiatives?  *(Ongoing? Special focus?)* |  | |
| 8. Funding restrictions?  *(Geographic, activities, one-year)* |  | |
| 9. Funding cycle?  (Schedule for announcement of awards? payments?) |  | |
| 10. Collaboration preferred or required? |  | |
| 11. Letter of Intent?  *(indicate major points and key details required)*   * Maximum pages?\* * Required information? * Required attachments?   *\*Pertinent to hard copy applications* |  | |

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| **Description of**  **application items** | **Notes** |
| 12. Proposal Review Schedule?  *Any indication of when a board, committee or other party reviews applications?* |  |
| 13. Information on how the application questions or sections will be scored? |  |
| 14. Funding history? Previous grantees? Range of amounts awarded? *Refer to funder’s 990 for details if needed* |  |
| 15. Formatting and mailing/submission instructions *Special instructions regarding font size, margins (hard copies) or file formats for attachments (i.e. .pdf or .docx)* |  |
| 16. Attachments Required:   * - Board information? (resumes, * summary bios or curriculum vitae?) * - Proof of 501(c)(3)? * - 509(a) status? * - Proof of state’s nonprofit status? * - Letters of support/MOU’s? |  |
| 17. Information required on staff positions that will play a key role? (resumes and/or job descriptions) |  |
| 18. Other: |  |
| 19. Other: |  |
| 20. Other: |  |

**Additional Notes:**