**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?
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| 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:**