

## Grant Application Review Worksheet

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

Description of application items	Notes
12. Proposal Review Schedule? <i>Any indication of when a board, committee or other party reviews applications?</i>	
13. Information on how the application questions or sections will be scored?	
14. Funding history? Previous grantees? Range of amounts awarded? <i>Refer to funder's 990 for details if needed</i>	
15. Formatting and mailing/submission instructions <i>Special instructions regarding font size, margins (hard copies) or file formats for attachments (i.e. .pdf or .docx)</i>	
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:**