**Grant Writing Worksheet**

**When completing your application, you need to consider:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| What | Why | How | Where | When | Inputs | Outputs | Outcomes |

**Project Questions**

|  |  |
| --- | --- |
| **Question** | **Your Response** |
| What is our project – what does it involve? |  |
| Why is the project needed? |  |
| What stats, research, demographics, qualitative & quantitative data etc support our project? |  |
| What are both the short-term & long-term impacts of our project? |  |
| How will we measure these outcomes? |  |
| How does our project build community capacity? |  |
| How is our project sustainable? |  |
| What are the project milestones? |  |
| How will we monitor the project at these key milestones to ensure that it is meeting the proposed outcomes and objectives? |  |
| What evaluation method will we be using? |  |
| What performance indicators (KPIs) will we use to measure the success of the project? |  |
| How does the project link to our strategic Business Plan? |  |
| How is the project different to what has been done previously, either by us, or other organisations? |  |
| How does the project provide value for money? What is it’s ROI (return on investment)? |  |
| What aspects of the project can we run if we receive only partial/no funding? |  |
| What funds will our organisation contribute funds to the project? Who else will be providing financial support? |  |
| How will we promote the project if it proceeds? e.g. social media strategy |  |
| How is our organisation innovative & different from other similar organisations that may be applying for this grant? |  |

**Final Check**

|  |  |
| --- | --- |
| Are my responses concise & compelling? |  |
| Is the project vision clear? |  |
| Do we have the capacity to undertake the project within the time frame specified? |  |
| Have I answered the questions directly & only included pertinent information? |  |
| Has every single question been answered? |  |
| Have jargon or motherhood statements been removed? |  |
| Have I written my responses in professional business English? |  |
| Have I used bullet points, charts or tables to highlight certain points? |  |
| Have I broken up the text by using sub-headings? |  |
| Have I written my responses in short sentences? |  |
| Have I checked grammar and spelling manually? |  |
| Have I used one simple font throughout? |  |
| Is my project title 10 words or less? |  |
| Have I used keywords (words that funders have used in their brief) in my responses? |  |
| Have I included case studies to demonstrate community need? |  |
| Have I focused on opportunities and solutions by solving identified problems? |  |
| Have I itemised each spend in the budget? |  |
| Have I included a budget total & is it correct? |  |
| Have I signed the submission? |  |
| Is the project focused on measurable outcomes rather than just activities? |  |
| Have other colleagues reviewed my finished submission & provided feedback? |  |
| Have I included up to date & relevant evidence e.g. statistics, research, demographics, data to support the project? |  |
| Have I included details on the evaluation method that we will use to measure the project outcomes? |  |
| Have I included details on how the project will progress and the project milestones? |  |
| Have I allowed myself 4 weeks to complete the application? |  |
| Is the project new – it has never been done before? |  |
| Have I adhered strictly to the word count? |  |
| Is our organisation website & social media professional looking? |  |
| Have I included testimonials or letters of support for the initiative? |  |
| If applying for a Council Grant, have I read the Council’s Social Plan and made sure that my project supports the listed priorities?  Have I reference these priorities in my submission as evidence of need? |  |