

## **Get In Yo Bag: Grant Writing Checklist**

This framework is designed to help you understand and map out your needs and approach for your next grant application. This checklist is like your trusty sidekick, designed to help you nail down your needs and approach for your next grant application. Think of it as your secret weapon for crafting killer proposals that stand out to funders.

**To start your checklist:** Make a 'copy' of this document to fill in for your organization.

**Resource Guide:** [The Revolution Will Not Be Funded](#), [Nonprofit Start-Up Guide](#), ['Get In Yo Bag' Slide Deck](#), [Budget Template](#), [Get In Yo Bag Jamboard](#)

**What is your Organization's name?**

**What Is your organization's mission statement (in 100 words or less)?**

### **Describe your need:**

1. How long do you need support for?
2. What type (s) of support do you need?
  - a. *i.e. project funding, capital expenses, in-kind,*
3. What is the total cost of your need?
  - a. [Project Budget Template](#)
4. Who are your possible funder connections?
  - a. well connected community, board members, volunteers, senior staff

### **Your Cause Areas Communities Impacted**

Do Your Research, Once you confirm your eligibility for the grant, do some research to familiarize yourself with the grantmaker. This will help you tailor your application to specific opportunities.

1. What are the focus areas of the grantmaker?
2. Which areas align most with your funding needs?
3. What questions are you required to answer in the application?
4. What is the application word limit?
5. Where is the grantmaker located?
6. Does their funding have a specific geographic focus?
7. Are there any past funded projects that are similar to the goals or activities of your organization? What aspects are similar?

8. Have you had the opportunity to chat with the grantmaker about the types of projects they're looking to support

### **Organize Your Proposal**

Use this framework to organize your thoughts and arguments for your grant proposals in one place. Consider this the "Story Arc" of your grant application.

- 1. What project or initiative is your organization seeking funding for? (the "WHO")**
  - a. Explain it in 3 sentences or less!
- 2. Your activities (the "HOW")**
  - a. What are the major activities associated with your need?
- 3. Your impact (the "WHY")**
  - a. What is the impact and importance of these activities on your community and populations served? Why should the grantmaker care about the work your organization is doing?
- 4. Your timeline (the "WHEN and WHERE")**
  - a. Where is this taking place?
  - b. When does the project prep start?
  - c. When does the project start?
  - d. When are you creating containers for feedbacks and post mortem?
- 5. Provide details on your organization's impact in the community.**
  - a. How would the funding be spent, and how will you outline each expense?
    - i. Include notes on what administrative and financial items to include in your application.
    - ii. What type of data do you need, and how will you use each piece? Include notes on case studies and impact statistics and why these are meaningful to your application.
    - iii. Review your notes so far. Are there any items you're unsure about including? Note them here for further review in the editing stage.

**Congratulations on completing the Get In Yo Bag: Grant Writing Audit Checklist!** You've taken the essential steps to map out your needs, align with potential funders, and organize your proposal into a compelling narrative. Now armed with this comprehensive guide, you're well-prepared to tackle your next grant application with confidence. Go forth and make waves in the world of grant writing! 🎉

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