



Grant Development Checklist

Date _____

Funding Goal _____

TASK

COMPLETED

Met with principal to define priorities

Determined specific funding goal

**Informally checked with school representatives
To confirm that it makes sense to move forward**

Gathered data that demonstrates need for this project _____

**Read the grant carefully and know the timelines,
Requirements, and evaluation procedures**

**IF NOT AN ENGLEWOOD FOUNDATION GRANT
Discussed the opportunity with the District
Grant Office**

**Emailed the Intent to Apply Form and a copy of
The RFP to the district grant office for approval.**

Prepared draft proposal and budget

Submitted draft and budget to district grant office

Worked with the district grant office to edit proposal

**Checked and rechecked the proposal so all
Requirements are met**

**If funded, a copy of the award letter is sent to
The district grant office.**
