**Worksheet 11 - Final Proposal Checklist**

Place a check mark next to each step after it is completed.

\_\_\_\_\_ Determine which project ideas have the best chance of being funded.

\_\_\_\_\_ Form a planning team that includes clients affected by the project, community leaders, key staff and volunteers, and other organizations with similar or complementary projects.

\_\_\_\_\_ Design a program plan.

\_\_\_\_\_ Conduct thorough research to determine funding sources interested in the project.

\_\_\_\_\_ Telephone the targeted funding source to request information helpful in preparing the proposal (annual report, grant guidelines, and so on).

\_\_\_\_\_ **Read** all funding source materials carefully to ensure their directions are followed while writing the proposal.

\_\_\_\_\_ Prepare the proposal core components by stating the need or problem being addressed, the objectives and methods to meet the need, how the project will be evaluated and funded in the future, and the budget.

\_\_\_\_\_ Prepare the final proposal components: the introduction, summary, and cover letter.

\_\_\_\_\_ Determine those features in the project that may set it apart from others and will appeal to the funder. Make sure those features are highlighted for the funder.

\_\_\_\_\_ Ensure the proposal is clear and well-written by having at least one person review it and give you feedback.

\_\_\_\_\_ Include the appendices requested by the funder.

\_\_\_\_\_ Check funder deadlines and the number of proposal copies to be submitted in order to meet their requirements.

\_\_\_\_\_ Give copies of the proposal to the planning team and other individuals or groups who should be aware of the project.

\_\_\_\_\_ Make a phone call to the funder within the two weeks after mailing the proposal.