

Grant Writing Checklist

Do you have a line item in your PTA budget for matching funds?

Has the Principal agreed to this project?

Which teachers are in support of this project?

Has the Association voted to allow you to submit this grant?

What goals are you addressing with this project?

Is this project a one time situation or ongoing? If it's ongoing, is it sustainable?

Do you have a budget?

Do you have a timeline?

How many students does it serve?

Does it serve targeted subgroups?

List all of the possible places where you could get funding

Name of the grant

When is the deadline to submit the grant?

If you receive the grant, when will you receive the money?

Does your school meet the requirements of the grant?

Does your project meet the requirements of the grant?

What documents does the grant require?

What signatures does the grant require?
