



ZN ADVISORY
ACHIEVING COMMUNITY
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Resource Hub

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Turning ideas into results

GRANT WRITING CHECKLIST



Checklist

Grant Writing: The 5 Ws

Why You Should Care

Grant writing allows you to bring your ideas to life. Your project could be the next one to create positive and transformative change in the community. Yet, without a successful grant application, it might not get the sufficient fuel it needs to thrive. A winning grant application can be the make or break to a successful program or initiative - so why leave it up to fate? Follow the grant writing checklist we've created for you to ensure your project gets the resources it needs to proceed and succeed.

Checklist

WHAT

- What are the grant eligibility and project requirements?
 - Ensure you meet the eligibility requirements before proceeding further.
 - Clearly align the grant requirements with your project's work plan.
- What is the project's purpose?
 - Fully understand the scope of the grant in relation to your project goals.

WHEN

- When is the grant application (and relevant reporting requirements) due?
 - Clearly create a timeline for project completion
 - Grant application due date is noted and completion of the application is on schedule

WHY

- Why does this funding opportunity exist and why now?
 - Understand the background and context behind the funding opportunity and whenever appropriate, cater the application to these aspects.

WHO

- Who is providing the funding? Understand who the decision-makers are and what values, mandate, and possible bias they may have.
 - Use language and incorporate information that the decision-makers would likely connect with



Checklist

Grant Writing: Continued

Checklist

Pro Tips

- Examine the projects that received this category of funding in previous years (especially the immediate year prior). Study the methodology and design and determine aspects you can emulate if deemed appropriate.
- Incorporate keywords found in the grant description and guidelines into your own project description.
- Address how your project addresses the purpose of the grant in the introduction.
- Explain *how and why* you meet the eligibility requirements.
- Include compelling qualitative and quantitative data to support your project's goals and rationale.
- Where applicable, explain why your team members are best equipped and prepared to implement this project – create trust and confidence in your capacity and capabilities
- Show how or why you are *passionate* about your project and the grant opportunity
- Ensure alignment with your community/organization's vision, values and strategy

