FREE CHECKLIST

Grant Submission Checklist (Free Fillable PDF)

Final checks to run before you press submit, grouped by content, formatting, attachments, budget, approvals and portal steps, with a record of what was sent and when.

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> This checklist covers the final checks before a grant application is submitted and the steps to take straight after. It is written for any funder, so it does not list any one funder's or portal's rules. The funder's own instructions come first: where they differ from this list, follow them.

Application details

Proposal title:

Funder and program:

Deadline (date, time and time zone, copied from the instructions):

Our internal deadline:

How it is submitted (portal, email, mail or other):

Person submitting:

Content

- [ ] Every required section and question in the instructions has an answer
- [ ] Each answer responds to the question asked, in the order the funder asks it
- [ ] The project matches the funder's stated priorities, and the proposal says how
- [ ] Organization name, project title, dates and amounts are the same everywhere they appear
- [ ] Every statistic has a source and year
- [ ] No text is left over from another application, including another funder's name
- [ ] Someone who did not write it has read the whole application start to finish

Formatting

- [ ] Page, word or character limits are met in the final files, not just the drafts
- [ ] Font, spacing and margins follow the instructions, if any are given
- [ ] Headings and numbering match the funder's outline, if one is given
- [ ] Files are in the type the funder asks for and open correctly on another computer
- [ ] File names follow the funder's naming rules, if any are given

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- [ ] Text pasted into online form fields has been checked for cut-off text and lost formatting

Attachments

List every attachment the instructions require, then tick each when the final version is ready.

Required attachment	Final version ready	Checked by

- [ ] Every required attachment is included, and nothing is included that the funder says not to send
- [ ] Letters of support or commitment are signed, dated and current
- [ ] Each attachment is the final version and is labeled as the instructions ask

Budget consistency

- [ ] The budget lines add up, and the total matches the amount requested on every form
- [ ] Every cost in the budget supports an activity described in the narrative
- [ ] Staff roles and time in the budget match the narrative
- [ ] The budget justification explains how each amount was calculated
- [ ] Any match or cost share the funder requires is shown and documented
- [ ] Costs the funder says it will not pay for have been removed
- [ ] Finance staff have reviewed the final budget

Signatures and approvals

- [ ] The person authorized to sign for the organization has reviewed and approved the application
- [ ] Any board or leadership approval our own policies require is in place
- [ ] Partners have approved the way their role and budget are described
- [ ] Required certifications and signed forms are complete

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Portal and delivery steps

- [ ] Our registration or account with the funder's system is active, and the person submitting can log in
- [ ] The person submitting has the role or permission the system requires
- [ ] We have read the funder's current submission instructions, including what to do if there is a technical problem
- [ ] Every form field is complete, and the system's own validation or error check has been run, if it has one
- [ ] The uploaded files have been opened and checked after upload
- [ ] We plan to submit before our internal deadline, with time to fix a problem
- [ ] If submitting by email or mail, the address and delivery method match the instructions

After you submit

- [ ] Save the confirmation (screen, email or receipt) with the date and time
- [ ] Check for any follow-up message that says the application was accepted, rejected or needs a correction
- [ ] File a complete copy of exactly what was submitted, including every attachment
- [ ] Tell leadership, finance and partners that it has been submitted
- [ ] Note the funder's expected decision date, if stated, and any next steps
- [ ] Write down what to do differently next time while it is fresh

Submission record

Date and time submitted:

Submitted by:

Confirmation or tracking number:

Where the confirmation is saved:

Where the final copy is filed:

Amount requested:

Expected decision date, if the funder states one:

Funder contact for questions:

Problems during submission and how they were resolved:

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Notes for next time:

> **Want help with this?** The Complete Grant Architect is a free 16-week grant writing course, and you can hire a grant writer for your next proposal. Both are at subthesis.com.

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