



Grant Writing Checklist

- Read the grant application carefully.
- Follow the formatting guidelines carefully and precisely.
- Write clearly and concisely. Be specific in responses.
- Be specific how the funds will be used.
- Proofread your proposal and have colleagues review it as well.
- Use the checklist printed in the application to ensure that all required information is included.
- Make sure to include all proper signatures.
- Submit your proposal by the deadline date.
- Contact the grant manager if you have any questions.

Source: U.S. Department of Education, www2.ed.gov/admins/grants/apply/techassist/resource_pg5.html.

For more information, contact Client Care at 877.451.7845
or email schools@dreambox.com.