**5. Grant-Writing Process Checklist**

1. Keep ideas list and make note of all new ideas pertaining to the program. Consult with mentee and other organizations for ideas and direction.

2. Research grants and sign-up for newsletters that send updates on new grants, open grant competitions, and other funding opportunities.

3. Assess grants and/or funding opportunities to see if any match well with organization. Ensure FYI has the capacity to meet the funder’s implementation and reporting requirements. (Use tool).

4. Assess grants and/or funding opportunities to see if any match well with any of the ideas on the ideas list.

5. Once an idea is selected for the application, research the funder and its past projects to determine the language and framing that would be beneficial for your application.

6. Meet with FYI staff to discuss the direction of the idea. Complete the FYI Program Proposal Template.

7. With FYI staff, assess the feasibility of the program for FYI and AMP. (Use tool).

8. With FI staff, read through the grant requirements and create task list for all of the parts of the application that must be completed. Include a timeline and the names of the staff responsible for each duty.

9. Create a theory of change and logic model for the proposed program. Bring both to FYI staff for feedback.

10. Once models have been revised to reflect the program accurately and frame the program appropriately for the funder, create a workplan. Bring to FYI staff for any final feedback.

11. Bring the workplan, including list of resources to FYI accounting staff and together outline and cost what items will be needed for the program to run successfully.

12. FYI accounting staff will develop the budget using the provided template and send to AMP team for feedback.

13. Contact the grant officer to ask questions and receive feedback, if possible.

14. Complete the application questions and bring them to FYI staff for feedback.

15. Put all pieces together and complete application checklist (if there is one).

16. Send application to funder.

# Grant Check List

🞏 Grant has been assessed and matches with organization

🞏 Grant matches well with idea

🞏Research on grant completed

🞏 Team has discussed direction and goals of idea

🞏 FYI Program Proposal Template completed

🞏 Team has assessed idea and deems it feasible

🞏 Team has created task list

🞏 Outcomes-based program models completed

🞏 Workplan completed

🞏 Meet with FYI accounting staff to develop budget

🞏 Budget completed

🞏 Contacted grant officer

🞏 Completed application questions and narrative

🞏 Put application together—remember to include the number of copies they request!!!

🞏 Application sent to funder—make note of date sent and date package is supposed to arrive