



2010 Grant Preparation Checklist

Please use this checklist as a guide in preparing your grant application.

___ Have you reviewed the budget template? This template will be used as part of Step 3, the request for supplemental information. Please note the budget in the online application is a modified version. The foundation recommends preparing your initial budget on the template and cutting and pasting the information for the online application.

___ Are you required to use specific district-approved vendors? If so, have you planned accordingly?

___ Is staff training or professional development required to ensure the success of your project? If so, have you budgeted and planned for the necessary training?

___ Will your project require the approval of the school district? If so, have you received the necessary approval?

___ Have you consulted with the teachers/staff who will be responsible for implementing the project and/or benefitting from the project?