

## Funding Proposal Planning Checklist

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**Introduction:** Use this worksheet to summarize information that you collect about a particular funding opportunity/announcement. You can use this information to: 1) share information with potential proposal development partners (i.e., to send it to them to summarize what the proposal is about) in order to solicit their help or commitment of help/support; and 2) to keep yourself on track as you move through the proposal development process (i.e., so you don't have to keep looking back through a 25 page funding announcement to remember some of these important details).

Category	Specific Details
1. Eligibility	
2. Criteria for Eligibility	
3. Due Date	
4. Number of copies to submit	
5. Funding Type	
6. Funding Amount	
7. Indirect Charges (note any limits)	
8. Extent of Funding available	

9. Purpose of funding	
10. Supporting Documentation Required and/or Recommended	
11. Proposal Package Requirements	
12. Forms Required for submission	
13. Information in RFP (note key words)	
14. Program Requirements (including reports)	
15. Program Narrative (include section or heading requirements)	
16. Appendices	
17. Review Criteria	
18. Review Outcomes	