



## FUNDING PROPOSAL CHECKLIST

This proposal checklist is to help guide you in preparing and double checking a funding request proposal from Seabrook Association. As you write your funding request proposal, go back to this checklist from time to time to make sure you are right on track.

<b>PROPOSAL SUMMARY:</b> Clearly and concisely summarizes your project and request for funding	Yes	No	NOT APPLICABLE
<input type="checkbox"/> Backgrounder of your organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Your general objectives especially if these are connected to your target funding objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Brief summary of past projects and achievements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Project Overview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reasons for the grant request and target amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Specific objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Details of the project activities to help achieve objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other factors that will show project is worthy of funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Is your proposal summary brief, clear and interesting enough to catch attention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>INTRODUCTION OF THE ORGANIZATION:</b> Describes your organization and its qualifications for funding			
<input type="checkbox"/> Description of your organization's mission, accomplishments, and programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Description of members and clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Backgrounder on the management team and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Past achievements of your organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Current tax status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Brief description of the area that will benefit your project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Is your introduction brief and interesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ASSESSMENT OF NEED/S</b>			
<input type="checkbox"/> Purposes and goals of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Statistical facts and figures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Possibly with support and endorsement by credible agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> What benefits are there for members or beneficiaries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<input type="checkbox"/> Are your assessments realistic and attainable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>GOALS AND OBJECTIVES OF THE PROJECT:</b>			
Describes the outcome of the funding in measurable terms			
<input type="checkbox"/> Objectives describing the outcome of the grant program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Goals should be related to the need and target beneficiary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Background on the area that will be benefited by the funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Target time table when objectives will be met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Are the objectives specific and measurable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>METHODOLOGY: Describe the list of project activities</b>			
<input type="checkbox"/> Activities related to problems and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> List of activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> List of people involved in the activities, roles, and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Time table of each activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>EVALUATION: Prepare measures on how objectives and methods will be evaluated</b>			
<input type="checkbox"/> Procedures on how to evaluate the objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Policies on how to modify methods used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Personnel involved in the evaluation process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Details of evaluation criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Description of how data will be gathered and analyzed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Instruments or questionnaires to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Details on how evaluation will be obtained, if necessary, to implement the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>FUTURE FUNDING: Presents future funding from other sources to implement requestors program</b>			
<input type="checkbox"/> List of other sources of funds and the amount of funds from each source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Where will you get future funding to support the project if it is continue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Details on how other funds will be	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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obtained, if necessary, to implement the plan.			
○ Note: Include a letter of commitment from other funding sources, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>BUDGET: Clearly delineate cost of the project to be met by the funding source</b>			
○ Did you follow general accounting principles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Is your budget realistic and reflects the work plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Is it specific, realistic, and detailed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Is it sufficient to cover the cost of the project as described in the narrative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Note: Do not forget to include computation of all figures and your assumptions of each cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>APPENDICES</b>			
○ Verification of tax exempt statue (IRS determination letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Signatures from Authorized Applicant as verification of funds request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Certificate of Incorporation and By-Laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ List of Officers and Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Financial statements for the last completed fiscal year (audited/Referred)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Current general operating budget and special project budget (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ List of other current funding sources and uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Biographies of key personnel or resumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Support letters or endorsements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Commitment letters from project/program consultants or subcontractors (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Diagrams for equipment or schematics for building, construction, or layout. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>