



STEM Education Works[®]

Grant Application Checklist

Stay organized and on track with this comprehensive guide to grant applications.



Identify the Grant

- ☐ Name of the grant
 - ☐ Grant Provider
 - ☐ Application deadline
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Gather School Information

- ☐ School name and address
 - ☐ School district
 - ☐ Contact person and their details
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Define Project Goals

- ☐ Project title
 - ☐ Project summary
 - ☐ Specific objectives and goals
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Outline the Project Plan

- ☐ Detailed project description
 - ☐ Implementation timeline
 - ☐ Methods and strategies
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Budget Preparation

- ☐ Itemized budget list
 - ☐ Total funding amount requested
 - ☐ Justification for each budget item
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Collect Supporting Documents

- ☐ Letters of support (from administration, community members, etc.)
 - ☐ Evidence of previous project success (if applicable)
 - ☐ Relevant certifications or endorsements
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Evaluation and Assessment

- ☐ Plan for evaluating project success
 - ☐ Metrics for measuring impact
 - ☐ Reporting procedures
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Review and Edit

- ☐ Proofread for errors and clarity
 - ☐ Ensure all required fields are completed
 - ☐ Verify adherence to grant guidelines
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Submit Application

- ☐ Submit via the specified method (online, mail, etc.)
 - ☐ Save a copy of the application for your records
 - ☐ Confirm receipt of the application
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Bonus Tips:

- ☐ Start early to avoid last-minute rush
 - ☐ Reach out for help if needed (colleagues, administrators, grant advisors)
 - ☐ Keep track of deadlines and set reminders
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Download this checklist to streamline your grant application process and increase your chances of success!