



# STEM Education Works<sup>®</sup>

## Grant Application Checklist

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

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### Identify the Grant

- Name of the grant
  - Grant Provider
  - Application deadline
- 



### 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
- 



## Outline the Project Plan

- Detailed project description
  - Implementation timeline
  - Methods and strategies
- 



## Budget Preparation

- Itemized budget list
  - Total funding amount requested
  - Justification for each budget item
- 



## 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
- 



## Review and Edit

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



## 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!**