

Funding Success CHECKLIST

Identify Funding Needs and Project Scope

- Define the problem your project will solve.
- Determine the estimated budget & key project deliverables.
- Consider environmental, economic, and social impacts.

Research Available Federal, State, & Local Grant Programs

- Identify agencies that fund projects like yours (EPA, DOT, USDA, state agencies, etc.).
- Look for both competitive and formula-based funding.
- Check eligibility requirements and application deadlines.

Determine Eligibility Criteria for Each Grant

- Verify if your project qualifies based on location, project type, and funding priorities.
- Understand whether you need a public-private partnership.
- Check for required feasibility studies or pre-approvals.

Establish Required Matching Funds & Financial Planning

- Some grants require matching funds (e.g., 20%-50% of the total project cost).
- Identify potential local funding sources, bonds, or in-kind contributions.
- Secure preliminary approval from stakeholders.

Develop a Compelling Project Narrative with Clear Goals

- Write a problem statement backed by data and statistics.
- Explain how the project aligns with grantor priorities.
- Define measurable goals, expected outcomes, and impact.

Gather Required Documentation (Budgets, Permits, Etc.)

- Prepare detailed cost estimates, engineering reports, and site plans.
- Obtain zoning approvals, permits, environmental impact assessments.
- Provide letters of support from local officials or community organizations.

Engage Stakeholders & Secure Community Support Letters

- Conduct public meetings, workshops, and outreach programs.
- Gain endorsements from local government, businesses, and residents.
- Get commitment letters for in-kind contributions or partnerships.

Understand the Submission Deadlines & Timeline

- Create a grant application timeline with internal deadlines.
- Assign roles to ensure all components are completed before the due date.
- Double-check submission formats (online portal, PDF, hard copies).

Assign Responsibilities to Team Members for Each Step

- Designate a project lead for grant writing and coordination.
- Have financial officers handle budget and compliance sections.
- Involve engineers/planners in technical project details.

Submit a Complete, Well-Documented Grant Application

- Ensure all sections are complete with supporting attachments.
- Follow the exact formatting guidelines (font size, word limits, etc.).
- Get a second review from legal or compliance teams before submission.

Follow Up with Funding Agencies for Updates & Revisions

- Track your application status and be prepared to submit additional information.
- Respond promptly to agency requests for clarification.
- Build relationships with grant administrators for future opportunities.

Plan for Post-Award Compliance & Reporting Requirements

- Set up financial tracking and performance reporting systems.
- Meet all milestone deadlines and deliverables as required.
- Conduct project evaluations and prepare final reports for the funding agency.