

Grant Application Guide

Use this checklist to be ready for grant funding. Review approval steps, materials, staffing, and partnerships so you're prepared when funding opportunities open up at the federal, state, or local level.

Secure buy-in from key leadership

Are all of these stakeholders represented in your grant application team? Keep in mind that not every stakeholder may be necessary for each grant.

- Ensure all leadership is aware and supportive

Stakeholders:	Name
Judge/Judicial Officer(s)	
State (prosecutor)	
Public defender representative	
Community Corrections	
Probation	
Independent attorneys or leaders of legal services	
Law enforcement leaders	
Local jail	
Emergency Services	
Leaders of community providers and service organizations	
Local school corporation or other community partner	
County Board or County Council	
Any other relevant stakeholders	

Have a shared understanding of the requirements of the grant and the overall goal

- Learn county processes for registering and applying for grants (i.e., obtaining the TIN (Taxpayer Identification Number) from the court procurement/fiscal officer); or SAM.gov's Unique Entity Identifier (UEI) for federal grants
- What are the requirements of the grant?
- What is the scope of the grant for our particular use?
- Why is our group applying for the grant?
- Are our goals aligned with the grantor's goals?
- How would grant funds be utilized, if awarded?
- Do we have the capacity and time to write the grant application?

Create Sample Narratives

- What need are you addressing and why does it exist?
- How will grant funds help?
- What is your planned implementation process if the grant is awarded?
- What is the abstract for your proposal?

Funding Questions

- Have we fully explored internal or existing funding sources?
- Will other funds supplement the grant?
- How will we sustain the work once grant funding ends?
- Do we currently receive similar funding from this or another source?
- Are matching funds required (cash or in-kind), and if so, how much, according to the RFP?
- Are we able to draft a rough budget that fits the solicitation?
- Do expenses under our program fall under allowable costs?
- What goals will the funding help accomplish?

Establish timeline and responsibilities

- What is the timeline for gathering information?
- Register for federal grants in advance (there can be waiting periods, so make sure request \geq 6 weeks before federal grant deadlines).
- Who will be collecting the information?
- Where is the information being collected?
- Have check-ins to ensure progress is being made/timelines are met?

Educate the public or the appropriate audience

- Have you informed the appropriate audience that the grant is being applied for?
- Do you need letters of support from stakeholders?
- Do you need applications to be submitted with grant to demonstrate a need?

Tracking Data

- Where to track/collect/store data? Method for collecting?
- Who is responsible for tracking and collecting?

Ready Documentation

- Need Statement (what are you asking for and why)
- Project Description (goals, methods, activities, timeline)
- Evaluation Plan (who and how you will measure outcomes for your funder)
- Budget (a request and justification for the request)
- Sustainability Plan (how to continue when the funds stop)
- Data related to the goals to ensure they are objective and measurable
- Align funding goals with grantor goals and community goals and how these funds will benefit the local community