Funder Evaluation Checklist

START HERE TO EVALUATE WHETHER FURTHER INVESTIGATION IS WORTHWHILE:

Funder Name:

Opportunity Name:

Subject/aims of the opportunity:

Geographic Area:

Other eligibility restrictions:

Dollar range of funded projects:

Is Match required? How much?

Project type(s) invited:

Evaluation criteria provided?

Narrative outline provided?
IF YOU FIND A FIT, THEN TRACK THE DETAILS TO EVALUATE THE FIT:

CONTACT INFORMATION
1. Web addresses of the funder and the submission opportunity (form or instructions):
2. Submission Contact person:
3. Submission procedure (general):
4. Contact email:
5. Contact phone:
6. Questions you want to ask (only after a thorough review of materials already made available!!):

FUNDS
1. Maximum funds available:
2. Average award size:
3. Misc. funding information:

DATES
1. Submission deadline:
2. Notification date:
3. Award date:
4. Potential start date:

REQUIREMENTS INFORMATION
1. What is requested initially (letter of inquiry, full proposal, proposal summary)?
2. Restrictions on funds use?
3. Summary of additional requirements and information (pg and word count, attachments)
   – how ambitious is this proposal?

INTELLIGENCE GATHERING
1. Other grantees:
2. Emphasis areas based on pattern of awarded funds:

3. Key words to use in your proposal:

4. Funder publications – perspective, commitments:

5. Other program areas they fund in (interpret culture, patterns):

6. What do their word choices and language tell you about their slant, interests?

7. Check your abstract out with a program officer. What questions do they ask you? What are they saying implicitly as well as explicitly about your proposed project, or about how you’ve presented it?