



Grant Writing Worksheet: Where to Begin

It's very easy to get overwhelmed when thinking about grants. This worksheet has been designed to help you organize your thoughts before starting to write a grant. If you're coming to one of the workshops, it's worth spending time reviewing this beforehand.

Go through the list of questions below and start jotting down your answers. Don't worry about making it perfect. Feel free to use point form, diagrams, pictures, or any other way that works best for you.

If you get stuck on any of the questions, don't worry. Just move along to the next question or give Adlard Environmental a shout and we can help. Our contact information is at the end.

1. Let's think big picture. What would your organization like to do in the next 3 to 5 years? Do you have a plan (goals) supported by your members?

2. Now break those goals into smaller chunks or tasks. What needs to happen and when?





3.	Now we can go back and number (rank) those tasks (steps) from most to least important or needs immediate action to not pressing.
4.	Who are your partners? For example, other community groups which you put on events with or who use your facility.
5.	What resources do you already have – they needn't all be financial? Some ideas are: a business / society plan, regular income (rentals), money you've received from other sources, quotes for any future work, and in-kind donations (material, labor, services) from your members or others. Some of these could be your contribution (leverage) to the project.





6.	What's your top priority task or tasks. How will completing it help your organization? An example is that replacing windows would decrease heating costs and give you building a better appearance.
7.	How will completing the task or tasks benefit your community? This includes things like increasing accessibility and job creation, but also "softer" benefits such as community engagement, recreation opportunities, and reduced risk.
8.	What do you need to complete the project? Some categories are: professional assessments, quotes, materials, labour, permits, insurance and so on. This is the work (project) plan. This can be the first step in building the budget.





9.	Let's start making the budget. It doesn't have to be perfect. If you don't know the numbers yet
	(example: quotes you haven't yet received) still make a line for that item and estimate the cost. Almost
	everything you listed in 8 should go in the budget. We'll work with you and help refine it for your grant
	application. This step takes time because of getting quotes.

10. Funders are often looking for timelines and milestones. These are just the budget and work plan listed together in chronological order, with deadlines. The meeting of milestones could determine when your organization could receive a payment.





Congratulations! You've covered the basic information needed to craft a proposal. This is an excellent resource to bring to a meeting with the grant writers, or to begin writing your draft proposal. If there are areas you're struggling with, we can provide suggestions and guidance, contact us for assistance.

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