



## 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?**







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.



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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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