



Grant Writing

WORKSHEET



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Inuit Women in Business Network
Inoenaen Aknan Manikhakheogutikaktun



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PAUKTUUTIT
INUIT WOMEN OF CANADA

Planning is key to a successful grant application.

Use this grant writing worksheet to plan and organize your grant application.

ORGANIZATION NAME:

FUNDER NAME:

GRANT NAME:

Planning your application:

Before you start your application, answer the questions below to determine if your project is fundable:

Do you meet the grant requirements?

What type of project or initiative is the funder wanting to support?

What are you hoping to accomplish with the project?

Describe how you will accomplish your goal?

When will you complete the project?

How will you complete the project?

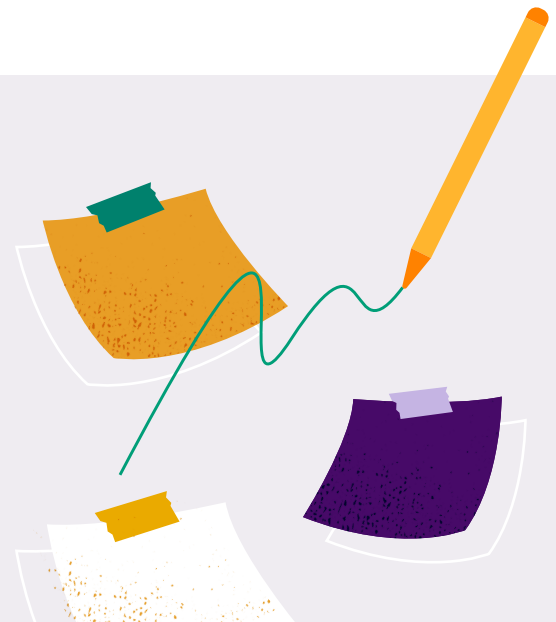
How much will it cost to complete the project?

How will you measure the success of your project?

CHECKLIST:

Mark the sections complete as you work on your proposal:

- Cover Page
- Table of Contents
- Executive Summary
- Project Description or Narrative
- Statement of Need
- Timeline
- Evaluation
- Budget
- Organization or Applicant Information
- Other:
- Other:
- Other:



Application roadmap:

Use this section to plan when and how you will complete your grant proposal.

When is your application due?

Is there a time or day of the week that you can commit to working on your application?

WHO ARE THE KEY STAKEHOLDERS?

These are the people who you might need to contact while you complete your application. *For example, a regular customer, accountant, your bank, suppliers, contractors etc.*

DOCUMENTS

Are there any documents you need to complete the application? *List them here.*



GOAL OR OBJECTIVE

Briefly describe what you are hoping to accomplish through the proposed project or initiative. *Try to be as specific as possible.*

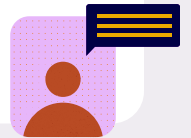
Project description, narrative, statement of need:

This is one of the most important sections of the grant proposal. A good project description or narrative tells a story. It has a beginning, middle and an end. It should clearly state the need for the project, identify the barriers that the funding will help overcome, and evoke emotion. It should not only describe what the project is but also 'why' it's important.

Answer the following questions to plan your narrative:

What project or initiative are you seeking funding for?

Who is the key audience? Who will the project or initiative help?



What barriers are you trying to overcome with the project?

Why is your project or initiative important?

Do you have any research or statistics that highlight the need?

Do you have any testimonials or personal stories that show why the project is important?

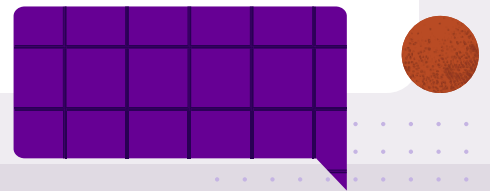


Once completed, what difference will the project make?



Now, draft your project description/narrative and statement of need below:

PROJECT DESCRIPTION/NARRATIVE:



STATEMENT OF NEED:



Timeline:

Use this section to identify when and how you are going to accomplish your objectives.

What	Start date	End date	Who	How

Budget:

Use this section to identify what it will cost to complete your project.



EXPENSES:

Item	Contractor	Rate per hour	Number of hours	Total
Total project cost				

REVENUE (IF APPLICABLE):

Revenue source	Description	Amount
Total estimated income		

Evaluation:

Use this section to identify how you will measure the success of your project.

Your goal/objective	Measure of success	Data collection method

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