



Grantseekers' Checklist

Here is a simple checklist to help make sure that your application is complete and clear! If you answer 'no' to any of the following questions, be sure to go back and edit your application to provide additional clarity.

	Yes	No
1. Is it clear to the reader what you propose to do? If someone read only the "Program Description" portion of your application, would they be able to understand the basic essentials of what you are proposing?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a clear connection between your proposed project/program and the goals of your school district ? Does it connect to STEM ?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did you describe who the project/program will serve, including how many students/teachers will be reached, and why your proposed approach will meet their needs?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you include a bulleted timeline of activities for your proposed project?	<input type="checkbox"/>	<input type="checkbox"/>
5. If you are requesting support for technology or curriculum, are you specific about what these things are and why you have chosen them?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there information on who will be responsible for implementing your proposed project/program?	<input type="checkbox"/>	<input type="checkbox"/>
7. Did you properly fill out and upload the Excel budget ? If so, do the numbers add up to your total request?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did you include a narrative description of what you intend to do with the funding ? Is it specific enough for a reviewer to clearly understand what you intend to purchase, the quantity, and the costs?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has someone else proofread your application for spelling errors, flow, and clarity, both someone knowledgeable about your program and someone unfamiliar?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will you be able to submit the application by the deadline, 9:00pm Central Time on April 15?	<input type="checkbox"/>	<input type="checkbox"/>