Use this worksheet and the following checklist to create a strong and complete grant proposal and secure funding for your dream project.

PROJECT INTRODUCTION

What is the problem that your project is addressing?

Why is there a need for artistic solution?

What research, if any, supports this claim?

Who will this project serve?

Why does it need to be funded?
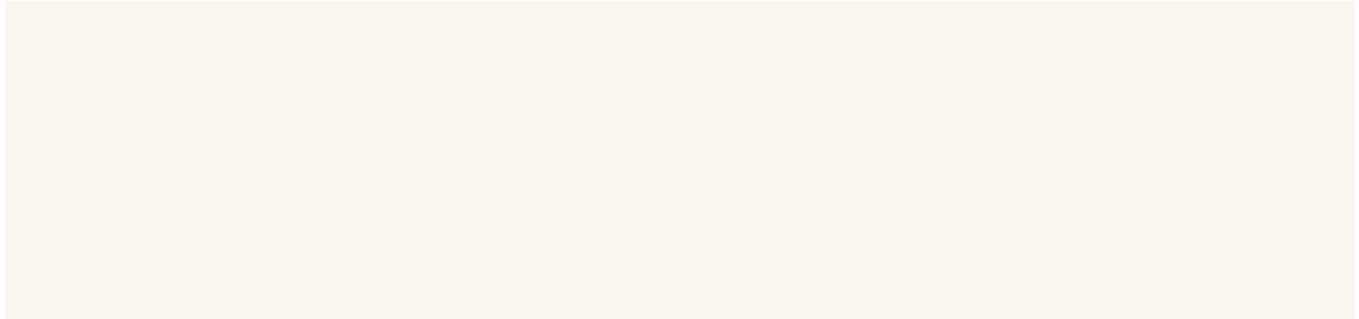
Why is it important to the public?

Why is this project timely/urgent?

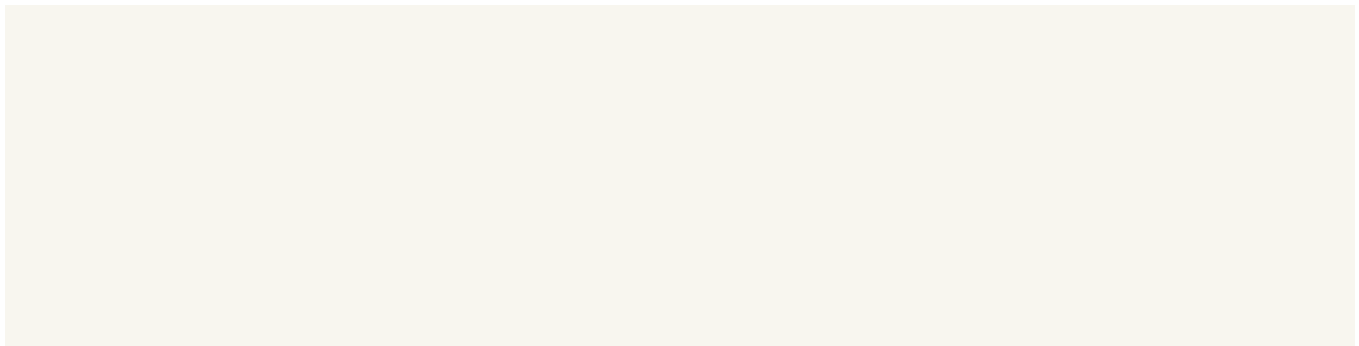Is my project summary clear and concise?

Have I used strong action verbs?

OBJECTIVE

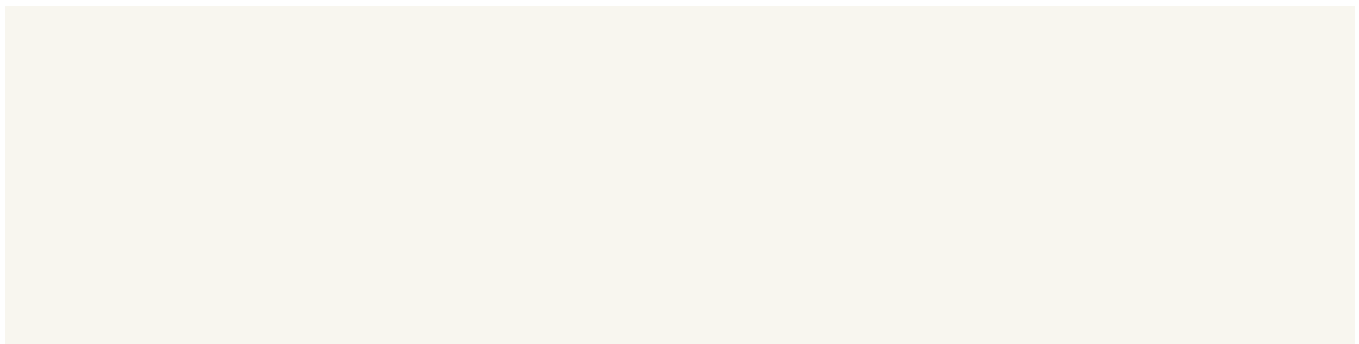What will this project result in or change when completed?

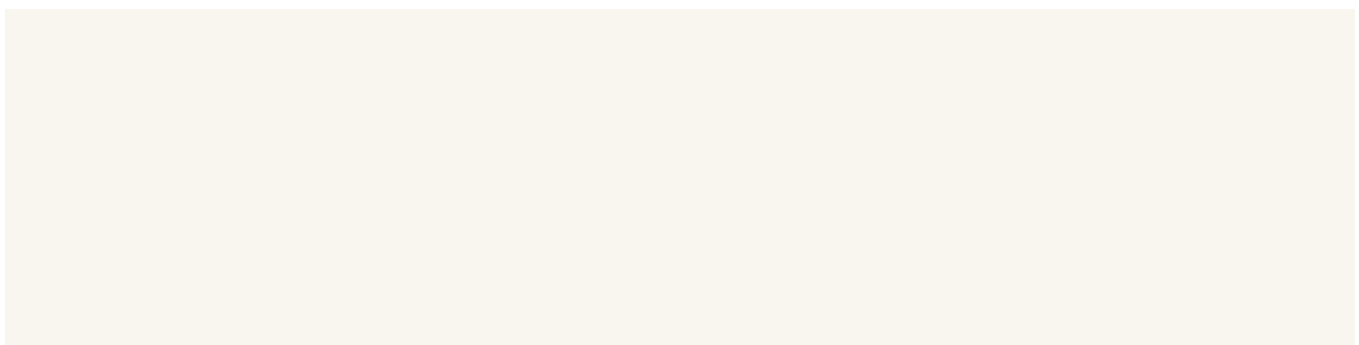What individual goals will help achieve the overall objective?

PROJECT DESCRIPTION

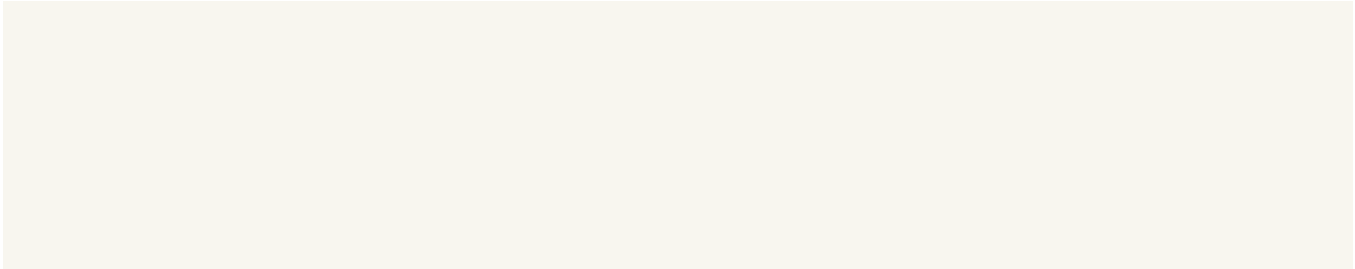What methods will be used to achieve this objective?

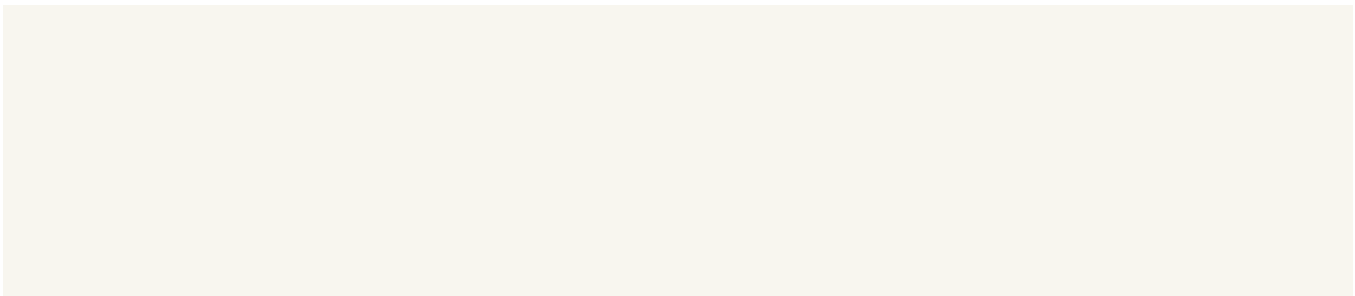What will I be making? Try to keep this simple and concise!
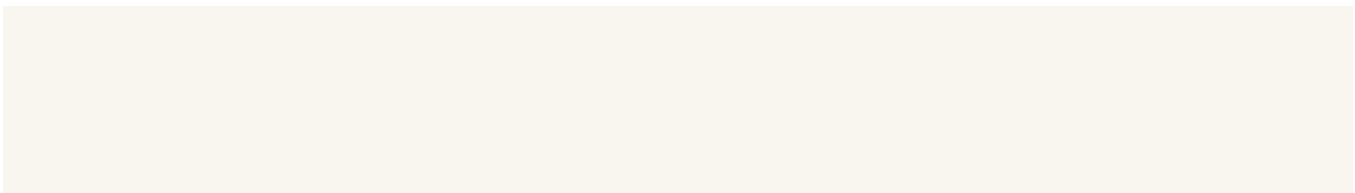
WHAT TO INCLUDE:

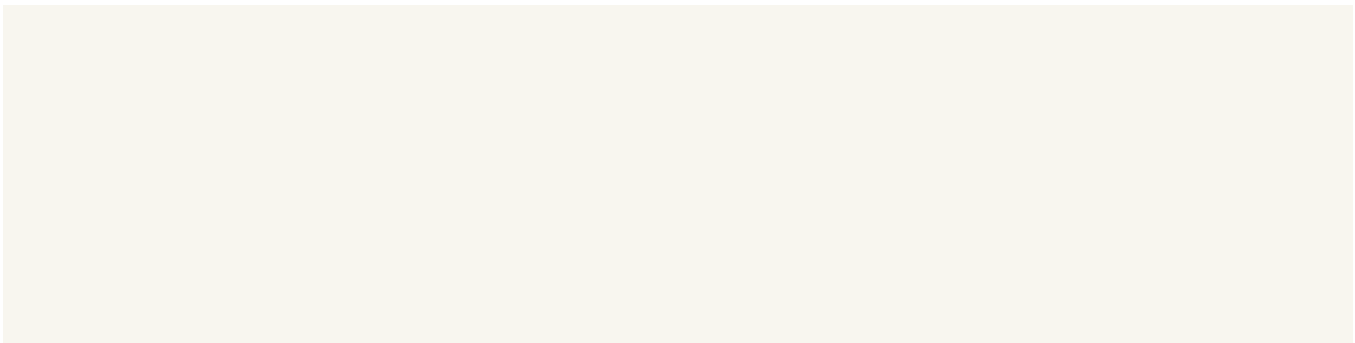How will I make my project? Why these methods?

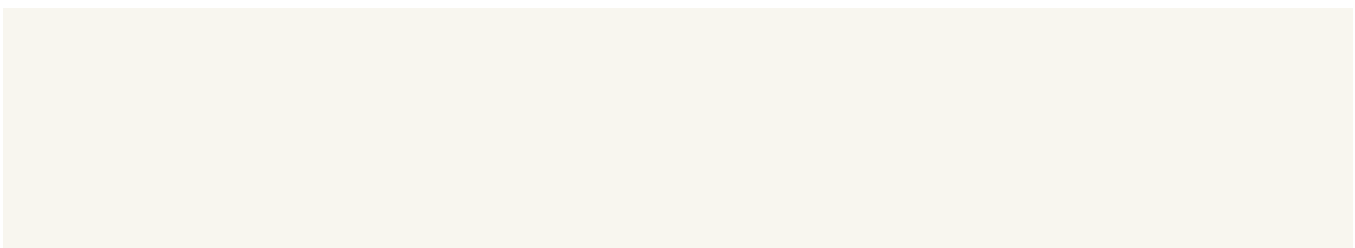What resources or materials will I need? How will I get them?

Where will I make the project?

How does this project connect to, depart or build on past work?

How will your work and career advance/develop?

PROJECT TIMELINE

What are the start and finish dates for the project?

What specific activities need to be completed?

What steps are you taking to make it possible?

When will they be completed?

When will the project be shown, published, and/or performed?

BUDGET

How much will the project cost? What is the breakown of costs?

Itemize and categorize all expenses & how they match methods described

Have you received any funding from another source?
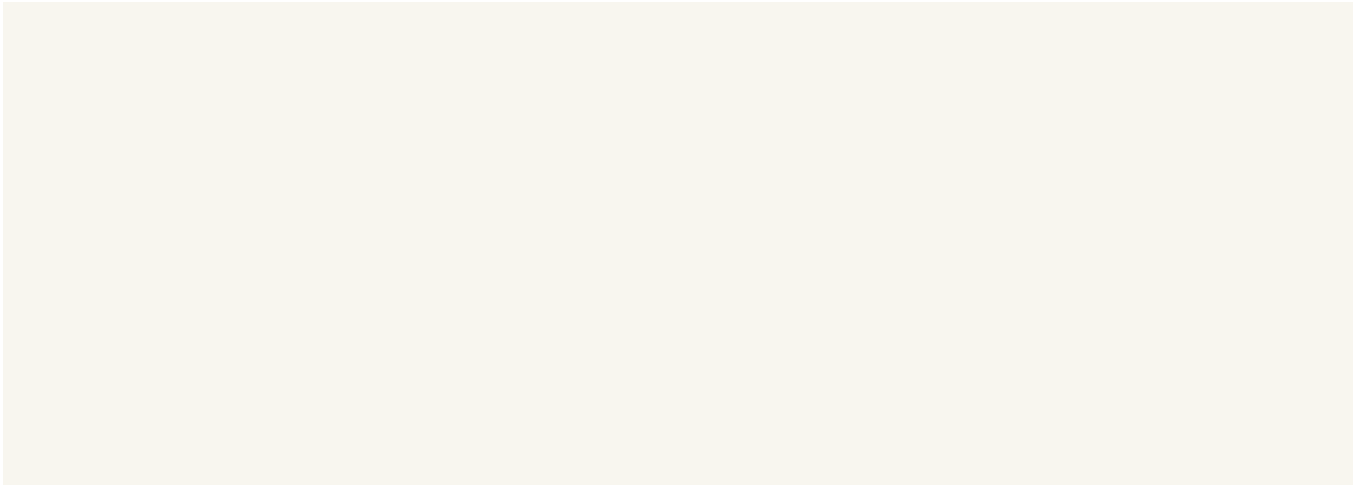
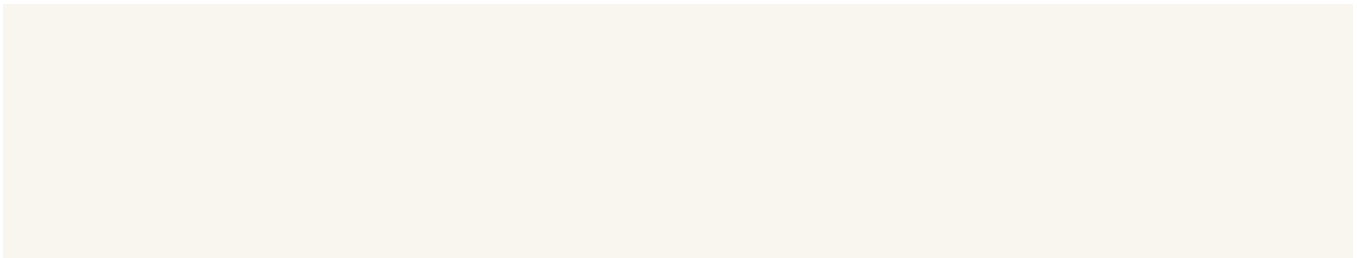Are you requesting any resources besides funding?

EVALUATION

How will you measure the success of the completed project? What are you objectives?
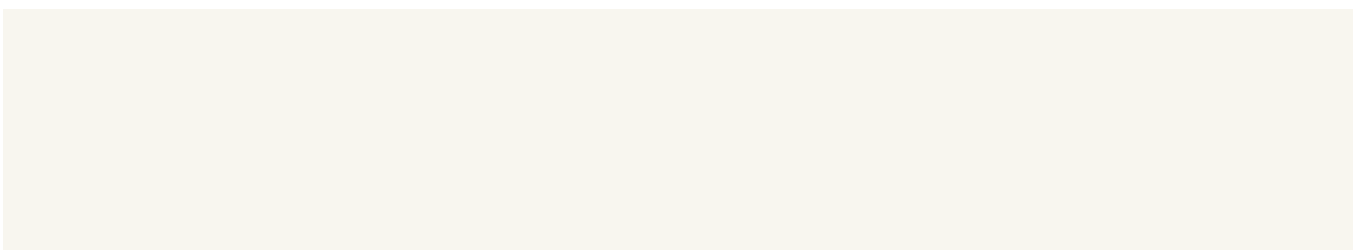
Will data be collected to evaluate the project? Qualitative or quantitative?

How will this data be analyzed?

How will this information be shared with others and the public?

APPLICANT INFORMATION TO INCLUDE

- ○ CONTACT INFORMATION
- ○ WEBSITE URL
- ○ ARTIST STATEMENT
- ○ ARTIST BIO
- ○ SUPPLEMENTARY MATERIALS

WORK SAMPLE REVIEW

- ○ I SUBMITTED HIGH-QUALITY PHOTOS
- ○ PHOTOS ARE RELEVANT TO THE GRANT
- ○ PHOTOS SHOW STRONGEST WORK

FINAL STEPS

- ○ SREVIEW ANY SPECIFIC GUIDELINES
- ○ MATERIALS ARE FORMATTED AND NAMED CORRECTLY
- ○ CONTACT GRANTING OFFICER, IF NECCESSARY