GRANT PLANNING CHECKLIST

- Have you developed a clear mission for your organization?
- Have you clearly defined what the organization does?
- Are your goals obtainable and supportive of your organization’s mission?
- Are your objectives clear, measurable and tied to goal achievement?
- Do you periodically evaluate your objectives to be certain progress is being made?
- Have you selected a strategy collecting data on your community and organization?
- Are statistics compiled to allow easy retrieval of useful information?
- Are statistics kept that are seldom or never used?
- Can you list the strengths of your organization?
- Are you aware of key weaknesses in your organization?
- Are you involving your organization staff and community members in the planning process?
- Did you communicate the final plan to staff, leadership, and community members and respond to their concerns?
- Is your timetable for implementation of your organization’s plan realistic?
- Have you designated specific dates for assessing progress toward goals?