

Grant Submission Checklist:

The following checklist is designed to provide every opportunity for your grant application to be awarded.

Prior to submitting your application, make sure that you have included the following information:

- Name of Project
- Dates of travel (to be completed within six months of application deadline)
- Destination
- Backup documentation: handouts, brochures, or web pages listing costs
- Supervisor Letter of Support
- Detailed Budget Worksheet
- Double check budget numbers for accuracy
(Applications with inaccurate budgets will be discarded without review)
- Explanation if there are no additional funding sources
- Combine all parts of your application into one PDF labeled “[Last Name, First Name] Staff Grant App”
- Keep a copy of your completed application in your files