

## Five Point Checklist for Creating Effective Proposals

This basic five-point checklist is useful when starting on a funding proposal. Asking yourself these questions before you begin will save you time and effort.

### ✓ **Community Consensus and Buy In**

Does the project have community buy in?

Has your board or council approved it?

Have you communicated the beginning steps of the project to the community and to the funder?

Are there other partners and funders who will contribute to the project?

### ✓ **Capacity and Communication**

Does your organization and community have the capacity to administrate and implement the project and, if so, how will you convey this to the funder?

Does the fund fit your need?

Are there examples of successfully completed projects that you can use to demonstrate your capacity for completing the project?

### ✓ **Organization**

Do you have support documents from the community and other funders and partners?

If there are technical parts of the application, such as engineering or forestry, do you have all reference documents from consultants?

Do you have a graph or table for your timelines and deliverables?

Will the proposal need an index or table of contents or appendix?

### ✓ **Writing and Familiarizing the Funder With Your Community**

Is the proposal written in a clear and straightforward style?

Is your web page current so that the funder can get a good sense of your organization or community?

Will providing map links and other links give the funder more perspective on your project?

Did you do a final edit to ensure the guidelines are met and to check for errors?

### ✓ **Follow Through and Acknowledgement**

Is there a description of how you will track deliverables and finances?

Have you explained how the project will be sustained?

Finally--is there a description of how you will acknowledge the funder, partners and community?