

**PRACTICAL RESOURCE**

Grant Application Document Checklist

Organize the records behind a complete, consistent application.

DESIGNED FOR

Organizations preparing a federal, state, private, or corporate grant application

Use this resource to organize the information, decisions, and documentation needed before the next funding or project conversation.

Important: This tool is for planning and educational purposes. Funding requirements differ by program. Always follow the current notice of funding opportunity, award terms, and applicable local, state, and federal requirements.

1. Applicant and eligibility records

☐	Legal organization name and physical address
☐	UEI and active SAM.gov registration when required
☐	EIN / taxpayer identification record
☐	Authorizing resolution or board minutes
☐	Current organizational chart and key staff resumes
☐	Most recent audit or financial statements
☐	Policies required by the funder
☐	Proof of ownership, lease, site control, or service authority

Missing items, owner, and target completion date

2. Project and evidence files

☐	Final project title and one-paragraph summary
☐	Need statement supported by current local data
☐	Maps, photographs, plans, assessments, or inventories
☐	Project scope and task list
☐	Implementation timeline with responsible parties
☐	Measurable outputs and outcomes
☐	Beneficiary or service-area information
☐	Sustainability and maintenance plan

Missing items, owner, and target completion date

3. Budget and cost support

☐	Detailed line-item budget
☐	Budget narrative explaining each cost
☐	Current quotes or cost estimates
☐	Match documentation and source
☐	Indirect-cost documentation when applicable
☐	Operating and maintenance costs
☐	Procurement method and threshold review
☐	Cash-flow and reimbursement plan

Missing items, owner, and target completion date

4. Partners, approvals, and submission

☐	Letters of commitment that describe a real role
☐	Memoranda of understanding when needed
☐	Environmental, historic, zoning, or permitting review
☐	Governing-board or executive approval
☐	Required certifications and assurances
☐	Portal access tested before the deadline
☐	All attachments use clear filenames
☐	Final review completed against the funder checklist

Missing items, owner, and target completion date

5. Final submission control sheet

File / requirement	Owner	Complete	Final filename or note

☐	Narrative and budget figures agree
☐	Dates, names, totals, and project scope are consistent
☐	No unsupported promises or unverified claims remain
☐	Required signatures are complete
☐	Submission confirmation is saved
☐	A complete final copy is stored in the project file