



## MTFEE Grant Proposal Check List

Following are questions to ask, before submitting a grant proposal:

- 🍏 Am I submitting the application by the deadline?
- 🍏 Does it contain all of the appropriate signatures, including technology (if applicable)?
- 🍏 Are all sections filled out completely?
- 🍏 Are the objectives clearly and concisely defined?
- 🍏 Are the implementation details clearly defined?
- 🍏 Is the budget plainly defined?
- 🍏 Does the proposal submission contain the appropriate back-up documentation about the program and budget details?
- 🍏 Is the proposal timeline clearly laid out?
- 🍏 Is the method for evaluating the proposal effectiveness detailed enough?
- 🍏 Does the grant show a clear benefit to Millstone Township students' education?
- 🍏 Is the grant I am proposing currently being done?
- 🍏 Is the grant beyond the scope of the general budget?
- 🍏 Is there other funding was available through other sources, including the general school budget?
- 🍏 Is the cost was reasonable for the scope of the project and for the number of students that will benefit?