Things to Consider When Evaluating a Funding Opportunity

• Do the mission and values of the sponsor match or overlap with those of our organization?

• Does the project address or advance priority area(s) or theme(s) identified by the sponsor?

• Is our organization eligible to apply?

• Does the sponsor limit the number of proposals from our organization in any way?  
  If so, is this proposal allowed at this time?

• Does the sponsor offer an appropriate grant type and size for our project?

• Does the scale and scope of the project fit within those indicated as likely to be funded by the sponsor?

• Will the grant funds be available when we will need them?  
  Are there required start and end dates?

• If there is a requirement to match the funds provided by the sponsor, do we have the match  
  (cash, in-kind, etc.) available and can we document it?

• Are there restrictions (use of funds, dissemination of the outcomes, ownership of materials  
  produced, etc.) or other issues that will be troublesome or prohibitive?

• Can we meet the content and timeline requirements for reporting of both project progress and  
  financial expenditures?

• Do we need to contact the sponsor in some way before submitting a proposal?

• Are there aspects of the submission process or terms of the grant that need clarification?  
  If so, what is the way to get this information?

• Do we have the information we need to prepare the proposal and supporting documents on-  
  hand or readily available?

• Can we prepare a well-written, well-presented proposal in time to meet the sponsor’s  
  submission deadline?