

# Grant Application Checklist

*We have developed the following checklist to facilitate the preparation of your grant proposal. Once you can answer Yes to each question, you are ready to submit your grant.*

*Good Luck!*

- **Is the cover sheet on top and complete? Please use the cover sheet included with the application.**
- **Is this a new project (i.e., never been done before in Little Falls)?**
- **If this is not a new project, does it have substantial differences from previous implementations and have you made it clear what those differences are?**
- **Have you made it clear how this project is innovative or creative?**
- **Is there a description of up to 100 words on the cover sheet?**
- **Have you had someone unfamiliar with the project read this application and give you feedback?**
- **If this request involves the purchase or utilization of technology, have you discussed this with the appropriate district technology personnel?**

**PLEASE NOTE-** The deadline is firm. Proposals must be in the Superintendent's Office by 4pm on the due date. Proposals will not be accepted after the deadline.

*Please pay careful attention to the Description of Project. This is your request's first impression. It should be action and outcome oriented.*