

## GRANT PROPOSAL QUESTIONNAIRE

PROJECT NUMBER (If any): 001

1. Briefly describe your project.
2. What are the project objectives?
3. What problem is the proposed project intending to solve?
4. What are the proposed solutions to the problem at hand?
5. List all the licenses and permits needed before rolling out the project;
6. Where do you intend to conduct the pilot/project area?
7. What are the proposed methods for project execution?
8. What level/amount of funding are applying for? Want to try to send out the grant proposal to 3 agencies. Small 25k-75k, Medium 100k-200k Large: Over 250
  - a. Personnel
  - b. Equipment

- c. Supplies
  - d. Consultants
9. Does the project have any monitoring and evaluation components?
  10. What is your project lifetime/duration?
  11. What are the proposed tools for information dissemination and communication (Project results)?
  12. Kindly provide the names of project leaders and their qualifications;
  13. Please list all the collaborating institutions and their roles in the project.
  14. Please provide the project key performance indicators (KPIs) and means of verifications
  15. What are the project key milestones to be achieved? List them, give a timeline for each milestone, including the responsible partner in charge of each:

16. What are the critical risks for the project implementation?

17. List the likely challenges/barriers you may encounter when conducting the project;

### **ADDITIONAL INFORMATION**

A. Who is your audience?

Think about the people from the agency offering this grant who will read this proposal. What are the agency's mission and goals? What are its values? How is what you want to do aligned with what this agency is all about? How much do these readers know about what you are interested in? In considering your audience, you should think about the kind of information these readers will find to be the most persuasive. Is it numbers? If so, make sure that you provide and explain your data. Is it testimonials? Recommendations from other collaborators? Historical precedent?

B. What are the particular expectations for this grant?

C. How do you establish your credibility?

