

External Grants Application Checklist

Step 1. Before Initiating an External Grant Application

Complete the **Pre-Grant Application Authorization for External Grant Funding Form**

Provide Pre-Grant form to Angie, Carrie, Becky, and Melissa as soon as you are interested in pursuit of a grant.

Notes of consideration:

- A 2% passthrough fee applies when CKCF acts as the passthrough entity.
- Include administrative costs in your budget (typically 5–12%, as allowed). Depending on work load assignments and grant parameters this admin revenue could be just for CKCF or could be shared between CKCF and Affiliate. Discussion needed.
- If letters of support are needed be sure you have bandwidth to achieve this prior to applying.

Step 2. Once approved to proceed please complete and package grant to have reviewed at least 14 days prior to actual submission deadline. Submit to Angie, Carrie, Becky and Melissa.

- Confirm you have access to all needed support items: including supporting documents: letter of support, W-9, budget etc.
- Completed application narrative
- If our banking information is required for ACH or other Melinda or Angie can assist here.

Note: What is application process, a email submission vs grant portal. If there is a grant portal CKCF staff needs access to site, login and password to review and provide the formal submission. IF email submission are preferred of funder, be sure to copy CKCF staff on your formal submission once approved internally.

Step 3. If Awarded the Grant: Provide Melissa, Angie, Carrie, Becky the following:

- Notice of award (email or letter).
- Requirements for accepting the award.
- Grant maker's evaluation form, if applicable.

Note: if not awarded please provide Melissa with decline notification to record in our spreadsheet.

Helpful Tips for a Strong Grant Application

- Research the grant-making organization.
- Understand their priorities by reviewing their website, reports, and funded projects.
- Attend webinars offered by the grant maker, if available.
- Update your online presence.
- Ensure your website and social media reflect recent activities.
- Align and communicate strategically.

Plus connect with CKCF Staff, Angie, Carrie and Becky have extensive grant writing and administration experience and are a valuable resource before you get too far down the process.