



## **SMALL GRANTS APPLICATION CHECKLIST**

- ✓ Cover Page including the following:
  - Date
  - Legal name of organization
  - Address of organization, including email and telephone number
  - Name and title of responsible officer of the organization and contact person (if different)
  - Principal purposes and services of the organization
  
- ✓ Executive summary of how the grant would be used (not to exceed one page)
  
- ✓ Demonstration of familiarity with Liberia
  
- ✓ Organization's history, mission & goals
  
- ✓ Description of current projects and accomplishments
  
- ✓ Target Group – Who will benefit? Be specific
  
- ✓ Capability to administer the proposed project, including background and experience
  
- ✓ A thorough explanation of the proposed project (not to exceed five pages)
  - Goals and objectives
  - Means by which the project will be measured and evaluated
  - Timetable – Activities or purchases funded by a Small Grant must begin or made after the grant is awarded (April 1 for applications submitted by January 1 or October for applications submitted by July 1)
  - Project staff and material resources to be used (if relevant)
  - Sustainability and long-term strategies
  - A detailed budget, including non-FOL funds, if any, and in-kind contributions. Indicate which specific expenses in the budget would be funded by the grant from FOL
  
- ✓ Attached evidence of non-profit status in Liberia