



GRANTS PROPOSAL CHECKLIST

Basic tips for grant application with the Administrative Office of the Courts (AOC)

A review of questions to consider prior to submitting a grant application

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| <input type="checkbox"/> 1. Propose of Project
What is the purpose or goal of the project, what is the court trying to solve? | <input type="checkbox"/> 7. Other Funding Programs
Is the project being funded through another grant? If applicable, how does this impact this project? |
| <input type="checkbox"/> 2. Expectations / Benefits
What is (are) the expected outcome(s) of your project, and how will the court achieve this? How does this project benefit the court as it carries out its strategic plan? | <input type="checkbox"/> 8. PLANS FOR ONGOING COSTS
If the project has any ongoing costs or maintenance needs beyond the initial request, how will the court address future needs? |
| <input type="checkbox"/> 3. Timeline
Does the court have a clear picture of the timeline needed for completion of the proposed project? | <input type="checkbox"/> 9. Signatures
Has the court vetted the application through all the appropriate parties and obtained all required signatures? |
| <input type="checkbox"/> 4. Budget
Are amounts being requested clearly identified? Do they address ALL costs (materials, equipment, staff resources, taxes, S&H, training, installation, etc.)? Are they valid, reasonable, and important for the project? Plan for contingencies if costs increase. | <input type="checkbox"/> 10. Supporting Documents
Are there any documents that support the request or provide additional context or justification for the proposed project? |
| <input type="checkbox"/> 5. Performance Measures
Are the performance measures clearly identified and reportable? Measures should be specific, measurable, achievable, relevant and time bound. | <input type="checkbox"/> 11. Reporting Requirements
What are you expected to report to the funder? Progress reports and/or final reports, applicable deadlines, reversionment (if applicable) of unspent funds? |
| <input type="checkbox"/> 6. Grant Type
Does the project meet the criteria of the grant? | <input type="checkbox"/> 12. Grant Deadlines
Is the court aware of project deadlines for submissions? Timeline for awards to be announced, funds to be received, and how long projects can go on for? |
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