

How Do You Know If Your School Is Ready for Grants?

Catholic Funding Guide

This checklist will help you determine if your school is ready to begin grant seeking, and what steps are necessary to streamline the process and optimize your chances of success.

Step 1: Take Care of the Basics

Having a strong foundation in place will set you up for grant seeking success. For example, a clear financial plan will help you determine how much is needed in grants and what type of grants to look for.

Basics include...

- ☐ Your school has a solid budget and financial plan
- ☐ You already reach out to your alumni and community for support
- ☐ You know how to tell your story and explain the impact supporters will have with their gift
- ☐ You have projects in mind for funding—and these projects have specific metrics and goals
- ☐ You already have other fundraising strategies in place
- ☐ You already network within your community, with other schools, etc.

*Is your Catholic school ready for grants?
Learn how the **Catholic Funding Guide** can
help you find funders interested in your work!
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Step 2: Get the Buy-In Needed

Having the support of your team and stakeholders—and even the Board—will boost your grant seeking efforts. In some cases, it's necessary to obtain permission in order to allot time and resources to grant seeking.

You have...

- ☐ Your school's buy-in/permission
- ☐ The Board's buy-in/permission
- ☐ Any stakeholders' buy-in/permission

Step 3: Get Ready to Write

It's important to understand the process for successful grant writing—including prospect research, writing letters of inquiry, and meeting with potential donors.

You have...

- ☐ Enough time to find prospective funders, narrow your list, write proposals, and submit before the deadline
- ☐ Someone to proofread to avoid common grant writing mistakes
- ☐ A designated person for fundraising
- ☐ An understanding and realistic expectations of the grant seeking process
- ☐ An efficient way to undertake prospect research