

Grant Application Checklist

Can you answer “YES” to the below?

		YES
1. Guidelines	I have read and understood the aim of the program, eligibility criteria, and the exact closing date and time, including the time zone .	
2. Project Alignment	My proposed project is strong and clearly aligns with the aim of the request for proposals.	
3. Clarity & Scope	My project is well-defined, with a clear theory of change and discussion of how the proposed work fits in a wider context. Would a general audience (outside of FLI) understand:	
	a. What will actually be done and by when?	
	b. What the final outputs/deliverables will be?	
	c. Who will be doing it (the team and their roles)?	
	d. How they will do it, including a realistic timeline?	
4. Language	I have used simple and succinct language, avoiding jargon, vague, speculative, or flowery wording.	
	I have explained all acronyms used.	
5. Budget	The budget is appropriate for the project, and costs are clearly justified and itemized .	
	The total project cost and the total amount requested from FLI are both clear.	
6. AI Use	If I have used AI tools, I used them only to support me, not to create the proposal. (FLI encourages applicants to use AI tools to support with grant applications. Example uses include copy editing or basic research. FLI does not accept grant applications that were created by AI.)	
	I will clearly indicate the use of AI tools and disclose the degree of assistance provided.	
7. Proofread	I have had my final application proofread by at least 1 person who has fresh eyes on the document.	