Maryland Grant Application Checklist

This list covers the common administrative and proposal requirements across all state agencies. Get these ready before you apply!

Organizational Basics

- ❑ Test the online portal/system early. Check browser and file compatibility asap to troubleshoot if problems come up.
- ❑ Applicant Organization Legal Name (Must match Internal Revenue Service [IRS] & State of Maryland Department of Assessment & Taxation [SDAT]).
- ❑ Applicant FEIN (Federal Employer Identification Number).
- ❑ SAM UEI (Unique Entity Identifier) if applying for federal pass-through funds.
- ❑ Point of Contact Name, Email, & Phone Number

Financial & Legal Compliance

- ❑ Ensure that your organization is in good standing with State of Maryland Department of Assessment & Taxation & your annual report is filed
- ❑ IRS Determination Letter (Proof of 501(c)(3) status) if applicable
- ❑ Most recent IRS 990 form if applicable

Proposal & Budget

- ❑ **Summary/Abstract:** A brief, clear snapshot of the project including who will be responsible for completing the project.
- ❑ **Problem/Gap:** Clearly state the need and support it with relevant, local data.
- ❑ **Goals, Methods, & Timeline:** Outline what you will do, how you will do it, and when, and why it is important now.
- ❑ **Measurable Outcomes:** Define clear metrics for success
- ❑ **Project Budget:** Outline how much the project will cost and how estimates were determined, use the specific template provided by the grant agency.
- ❑ **Organizational Budget:** The full budget for your current fiscal year (if applicable)
- ❑ **Continuation Plan:** How the project will be sustained after the grant ends.

Don't guess, **ASK**! Every grant has a unique officer/administrator listed in the funding announcement. If you are unsure about any document, requirement, or template, contact them directly, it's the fastest way to avoid a preventable error!