Worksheet

15 Key Questions to Answer Before Writing a Grant Proposal

*On a separate piece of paper answer all these questions to prepare to speak with a Wabash staff person about writing a grant proposal.*

Who?

1. Who will lead the grant project?
2. Who will benefit from the grant project?
3. Is the grant targeted for an individual, small group, entire faculty?

What?

1. What is the focus of the project (in 1 to 3 sentences)
2. What are the issues of education, teaching, learning, and the teaching life which will be explored? List 1 to 5 issues
3. What questions will the project engage, explore, interrogate?

When?

1. What is the duration of the grant, including report deadline? When will the project activities begin and when will they conclude? What is the timeline of the project?

Where?

1. What is the name of the affiliated school?
2. Why is this context the site of this project?
3. Has this school had previous Wabash Center grants?

Why?

1. What is the purpose(s) of this project?

How?

1. What activities, approaches to learning, approaches to conversation, methods will be employed in the project?
2. On what will the monies be spent?
3. What is the forecasted budget amount to be requested?
4. How do you plan to disseminate the work of the project? How will the project be reported upon or how will the work of the project be spread in your department/school, academic field, guild, etc.? What is the plan to tell the story of the project? How will the project’s good efforts and aspirations be publicized?