writing for green

Key Things to Look for in the RFA/RFP

1. What are the eligibility criteria?

2. How much money is being awarded in total?

3. How many grants will be awarded?

4. What is the maximum amount of funding that can be requested?

5. What is the grant period? Over what period of time does the money have to be used/spent?

6. What page limit is specified for the narrative section?

7. What are the font size / type requirements? What about spacing/margins?

8. What page limit is specified for the narrative section?

9. On what page are the scoring criteria listed?

10. criteria on which the proposal will be evaluated, and the number of possible points for each.

11. Who will evaluate the proposal?*

12. Are specific staffing positions required?

13. When is the deadline for submission? Note the date, time, and time zone.

14. When will decisions be made?

15. Is a budget narrative required?

16. What attachments/supplemental documentation are required?

17. What documentation will you need to obtain from people/organizations outside your own?

18. Who can you contact if you have questions?

19. Where can you go (online) for additional information about the RFA?

20. Are there webinars, office hours, or other interactive opportunities to learn more?

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