PROJECT PREPARATION CHECKLIST

( ) The project idea is aligned with my organisation's strategic goals.
To verify this, check that the idea fits into your organisation's Project-Program-Portfolio structure. You should be able to explain why this project is necessary and how it complements and supports your existing work.

( ) The project proposal meets the priorities and objectives of the grant programme, e.g. European programme (if applicable) or funder priorities.

( ) The project proposal corresponds with all formal criteria specified by the funder.

( ) I researched the target group. I know who they are and what their needs are.

( ) The project goal is to answer those identified needs.

( ) I have built a strong partnership with other organisations (if applicable):

- ( ) I organised a (virtual) meeting with them to explain the project idea.
- ( ) Partners contributed to the project application.
- ( ) Partners accepted the project application and the budget before submission.

( ) I made a project timeline.

( ) I have put structure to the project by breaking it down into tasks, activities, or work packages.

( ) The budget is reasonable and correlates to the project structure created.

( ) The main project components (goals, budget, partner roles) were approved by the management of my organisation.

( ) The project application was checked by an additional person before submission.