FFA | CHECKLIST

SAE Grant Application Checklist

Checklist for an SAE grant application that helps students confirm the project plan, budget, records, letters, and deadlines are ready before they submit to the funder.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Read the grant instructions closely	☐	☐	☐
Confirm you meet eligibility rules	☐	☐	☐
Write a clear project summary	☐	☐	☐
Prepare a simple budget	☐	☐	☐
Gather letters of support	☐	☐	☐
Collect needed records	☐	☐	☐
Get advisor and parent signatures	☐	☐	☐
Proofread every section	☐	☐	☐
Note the submission deadline	☐	☐	☐
Keep a copy of the packet	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Confirm the funder's current requirements and deadlines directly from their own website or office.