FUNDING OPPORTUNITY
SPONSOR
Identifying #: 

GOAL OF PROJECT:
State goal/mission of funding opportunity as described in the solicitation (with a few short sentences).

PURPOSE/POTENTIAL ACTIVITIES:
State the purpose of the funding opportunity as described in the solicitation and/or possible activities (sometimes a solicitation will list types of suggested or mandatory activities).

GENERAL
☐ Amount: Range = $ to $, Average size = $ 
☐ Deadline (date/time/time zone) 
☐ Submission Procedures 
☐ Applicable Program Regulations (pages # in solicitation, if applicable) 
☐ Application Checklist (page # in solicitation) 
☐ Matching (if there is a cost share/matching requirement, include % and details, list page #)

FORMATTING (cite page # where addressed in solicitation)
☐ Page Limits 
☐ Margins 
☐ Spacing 
☐ Font (size and type)

SELECTION CRITERIA (cite page # where addressed in solicitation)
☐ List each selection criteria (points assigned, if stated)

SECTIONS, FORMS, & ATTACHMENTS
☐ List each section and/or form required and any relevant notes (cite page # in solicitation)

REPORTING REQUIREMENTS (IF AWARDED; cite page #)
☐ List any reporting requirements (good to know up front), if addressed in the solicitation

CONTACT
☐ List the contact person and information provided in the solicitation

ADDITIONAL INFORMATION
☐ List any other relevant additional information