

Sample Grant Stakeholder Interview Form

Demographics

Name

Title

Organization

Contact information

Conflict of interest

Preferred method of communication

Availability throughout grant preparation

Grant Project

Goal(s)

Anticipated outcomes

Is funding currently budgeted for the proposed grant project?

Identified potential funding sources

Existing or previous grant funding

Previous applications and date of submission

Previous application reviews available?

Grant Team

Necessary expertise

Identified team members

Contact information

Availability throughout grant preparation

Recruitment needs

CV/Resume

Budget

Matching funds available

In-kind support

Anticipated total budget

Date/timeline for financial need

What happens to the project if the grant is not funded?

Logistics

Business structure for eligibility purposes

Timeline

Approval authority

Contributors

Letters of support

Intellectual Property issues

Any barriers?

Any history of unfulfilled Federal contracts?

Miscellaneous