

Preparing for a Grant Proposal

Whether you are preparing grant proposals in-house or using an external consultant, organizations can expedite the funding process by gathering supporting materials, and ensuring it is up to date.

Funder requirements vary depending on the size and purpose of the funds. Most non-profit agencies are stretched for resources, especially time. Thus, one of the biggest challenges for grant writers is assembling the required documentation and information from various personnel, who already have a heavy workload.

Grant Proposal Criteria may include the following sections:

Organizational & Constituent Information

- History & Major Accomplishments
- Current Programs & Activities
- Target Population Served
- Partnerships

Grant Specific Information

- Needs Statement
- Program Design
- Management Plan
- Evaluation Plan

Each grant proposal should be customized to the application criteria and funding organization. Therefore, the grant specific information should be tailored to the funding requirements.

However, non-profits can maintain accurate and up to date organizational information to make streamline the grant writing process.



Strategic Plans

Includes

- Vision, Mission & Goals of organization
- Short-term Activities
- Long Term Goals
- Maintain up to date tracking of status of goal achievement.



Audited Financial Statements

Audited statements use a third party to evaluate accounting and management practices and ensures that there are proper financial and regulatory controls in place.



Current Programs and Activities

The current programs and activities highlights organizational strengths and operational effectiveness. Helpful resources, include

- Annual Reports - includes scope of service (e.g. # served, service area)
- Staff and Board Member Bios
- Previous grant proposals
- Articles of incorporation, Charitable/NPO registration status
- Client Services and Human Resources Policies



History and Major Accomplishments

The history and major accomplishments section provides funders with information about your organizations experience, reputation and values.

- Date organization was founded, by whom, and for what purpose
- Testimonials from service users/ success stories
- Testimonials from employees
- Testimonials from community partners and other major donors
- Press Clippings
- Accreditations and awards