

GETTING STARTED WITH YOUR GRANT PROPOSAL

1. Getting Started With Organizing Data in One Place:

What is Your EIN# _____

2. For Non-Profits, do you have IRS Verification?

3. When did the business start? _____

4. \What is Your Mission?

5. What problem are you solving?

6. What is your annual operating budget? \$ _____

7. Do you ANY money right now? _____

8. What is your social media handle(s)

9. Number of Employees

FREQUENTLY ASKED QUESTIONS:

-Do I have to be a 501c3?

No, although most funders, especially governments will require you have a non-profit status, there are others who do not require it, so be sure to check eligibility requirements closely.

-What infrastructure will I need to demonstrate?

Ensure that your business has the appropriate financial systems and can track income, expenses and tax information

-How long does it take after submitting a grant will you learn of the outcome?

It depends on the funder, but all will give you this information in the request for application

-How Do I write a strong grant to ensure best chances of funding?

Most grant application request will have a section that guides you on how to make your application strong. The best grant applications allow the reader or reviewer to live where you live in a compelling story that offers a well-thought-out solution.

-Where do I start?

All grants have a standard body of information that you can look to draft elements of a proposal.

See the "Your Company Grant Proposal Template" that follows and begin to draft your concept. After which, if possible, talk to experienced grant writers to test your strategy.

YOUR COMPANY GRANT PROPOSAL TEMPLATE

DATE SUBMITTED	GRANT NAME
SUBMITTED TO	ADDRESS OF RECEIVING PARTY
SUBMITTED BY	ADDRESS OF SUBMITTING PARTY

I. PROJECT ABSTRACT

II. STATEMENT OF NEED

III. PROGRAM DESCRIPTION

IV. GOALS & OBJECTIVES

VIII. STAFF & ORGANIZATIONAL INFORMATION

NAME & TITLE	QUALIFICATIONS	CERTIFICATIONS	SKILLS

IX. APPENDIX

FILE NAME	DESCRIPTION	LOCATION attachment / link

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