

Grant Requirements Reference Sheet

Organizational History – year incorporated, general overview of the business, how it has grown, etc.

Organizational Budget – Budget for the entire business

Project/Program Budget – Detailed budget for the project program for which you are seeking funding

Objectives of the program – What are the goals or expected outcomes of this program? Who will this program serve?

Program Need– Why is this program needed in this community? What problem is it addressing? Use fact-based evidence such as stats particular to your community, state, region, country, etc.

Program History/Description– Give a detailed description of the program components, how it works. If the program has been in existence for a period of time, give a history of the program such as the number of people served, the impact, etc.

Evaluation Methods – Provide as much detail on how you to plan to evaluate the effectiveness of the project or program for which you are seeking funding. How will you measure the success of the program? What are your expected outcomes from this project?

Sustainability – How will you maintain this program in the future if funding is cut or decreased? What components of the program will help it survive on its own or what is your plan for other funding?

Other Funders- What other foundations, corporations or individual donors are you pursuing for this same program? Include any that you are currently pursuing, plan to pursue or have already committed to the program. Funding partners like to see that others are also interested in your program and think it is a worthwhile venture.

Staff Biography – Grant applications often ask for a bio on the staff who are in charge of a particular program. They will want to see that they are qualified to oversee the project.

Replication – Is this program replicable? Can it be copied and taken to other communities or expanded to include a larger # of people? Could it become a nationwide program?

New or Existing Program – Is this a new program that has never been done or have you been doing the program in some form and are just looking to expand the program? If existing, be prepared to show why it works and why it needs to be expanded.

Competition – Are any other organizations in your community already addressing this same need? If so, why is it important that you have a program also? Is there an opportunity for collaboration with the other group?

Partners/Collaborations – Are you partnering with other organizations who can provide additional resources for your project/program? Are there organizations you should be partnering with that you have not contacted?

Attachments – Almost all applications ask for an IRS letter of determination a Board of Directors list, financial statements of the organization and often even additional information which must be collected.