



## Is Grant Funding the Key to Your Organization's Success? Are you ready to apply for those funds?

Complete the following checklist to find out.



Organizations Legal Name – Contact Person and Information



Mission Statement



List of Board of Directors and their qualifications



Project Description – any information that will help readers/writers to understand your project

- ◆ Who will it help? Area served? How many people will be impacted?
- ◆ Tangible Community Impact
- ◆ Approximate Timeline



Funding Needed – prepare a detailed project budget



Other funding secured? How much?



Do you have any organizational money to use as match funding? What in-kind match will you contribute to the project (labor, equipment, supplies) or hard cash match?



How will you evaluate the effectiveness of this program?



Who will manage the program or do the work on the program/project?



Other Documents Needed:

- ◆ Organization's brochure – if you have one, if not think about putting one together
- ◆ 501c3 designation letter from the IRS
- ◆ Last audited financial statements (only some grants require this)
- ◆ Annual Plan or Annual Report if available
- ◆ DVNS number (Dun and Bradstreet Data Universal Numbering System for Federal Grants or cooperative agreements. This number is available for FREE by calling 1-866-705-5711.

