**Sample Grant Outline**

(Information to gather before applying)

**Organization Name:**

(Must match your 501(c)3 or equivalent letter)

**Tax ID Number:**

(Can be found on a 990 or 501(c)3 letter)

**Organization Mission/Vision:**

(Should be 2-3 succinct sentences)

**Organizational History:**

(Should be 1-2 paragraphs and help you stand out, are you old and trusted or new and innovative?)

**Organizational Activities:**

(What types of programs or services do you offer? Should be 2-3 paragraphs and may not always be requested, but it’s good to have. This is your 1 minute elevator pitch of why you matter.)

**Program Budget:**

(You may be requested for both your overall organizational budget and the specific program budget. Be prepared to outline this by line item-salaries, program supplies, equipment, mileage, etc. and say exactly where you want their funds to be used.)

**Program Details:**

(What are you asking them to fund….why is it important? Should be 3-4 paragraphs and cover the community need with local data/stats, your tactics for supporting the need, how you compare to other similar efforts and where you want the program to go. Again, what makes you unique and what makes the need so urgent?)

**Program Goals:**

(With their support, what will the program be able to do, compared to the previous year? Make sure the funding request is proportionate to the impact it will have. Make sure it’s measurable and reasonable!)

**Sustainability:**

(Should be 1 paragraph and explain how you will fund the remaining needs for the program and future years.)

**Partnerships:**

(Who makes your work possible? Collaboration is always positive, be honest about roles/relationships.)

**Recognition/Outreach:**

(How could you thank them – check presentation, name on equipment, social media posts, etc. Make sure what you offer is worth the funding, don’t over-extend. Who else is currently funding the effort?)

**Attachments**:

(Board of Directors, organization/program budgets, photos that represent your work, 501(c)3 letter, W9)

Other less common questions that you might want to think about

**Staff Qualifications:**

(Who is working on the project and what is their experience?)

**Strategic Planning:**

(What is the 3-5 year plan for your organization and the program?)

**Target Populations:**

(Who are you trying to serve specifically (age/poverty level/other)? What research tells you they’re in need, and how do you make sure you’re reaching them?)

**Why you?**

(Why is your organization best situated to solve the issue/serve those in need?)

**Organizational Accomplishments:**

(What milestones has the organization reached, showing its impact in the community?)

**Demographics:**

(Age, gender, race, ethnicity - both of your organization and of the people you serve. Are you representative of the population you serve, if not, how do you make sure their voice is heard?)

 **Volunteer Opportunities:**

(How can individuals become more involved with your organization?)

**Partial Funding:**

(What will you do if partial funding is awarded?)