

PURPOSE

This is a list of information that is commonly needed for grant proposals. To save time and improve the final product, please review this list and create/update these items to provide to us. This information is considered proprietary/confidential and will only be used to complete grant applications and proposals.

ORGANIZATIONAL BACKGROUND

- Address, Phone, Web Address
- History of Organization (narrative)
- Year Established
- Mission, Vision, & Values Statements
- Service Area/Location Addresses/Contact Info
- Target Population
- Current Programs/Services Descriptions
- Number Served in Previous Year
- Number of full time and part time employees
- Number of volunteer hours/year
- Website
- Other/Notes

PROPOSED PROGRAM / PROJECT INFORMATION

- Detailed Program/Project Description (either proposed or ongoing)
- Year Established (or target date)
- Location Address
- Contact Information
- Target Population
- Number Served in Previous Year (or target #)
- Current Outcome Measures (or proposed measures)
- Outcomes from Previous Year (as applicable)
- Staffing Structure/Org Chart(s)
- Job Descriptions
- Resumes/Bios of Key Staff
- Success Story (as applicable)

TAX DOCUMENTS

- Tax Exempt Status Letter
- IRS Form 990
- W-9

FINANCIAL INFORMATION

- Detailed Organizational Budget
- Financial Statement (recent)
- Most Recent Audit
- Program/Project Budgets
- Sources of Funding
- All Grants received within last 5 years
- Other/Notes

OTHER DOCUMENTATION

- Best Practices Utilized
- MOAs/MOUs
- Letters of Support
- Collaborating Partners