

Grant Cheat Sheet TEMPLATE

Organizational Contact Information

Main/Home Office Info

Mailing Address:

Physical Address (if different):

Main Phone Number:

Website:

Social Media Links:

Grant-Specific Contact Information

Person to Contact with Questions About the Grant:

Name & Title:

Email:

Phone (Office & Mobile):

Mailing Address (if different from above):

Approver (who signs grant contracts) Contact Info:

Approver Name & Title:

Email:

Phone (Office & Mobile):

Mailing Address (if different from above):

Basic Organizational Info

Mission Statement:

Vision Statement (if you have one):

Counties or Areas Served:

Brief History of Organization (no more than one paragraph):

Executive Director/CEO bio detailing experience/leadership qualifications:

Program Director bio:

Programs & Services Overview/Listing

Program A Name:

Who we serve: (age, gender, income, etc)

What counties/areas we serve:

Year Program Started:

Brief description of program/service (no more than 5 sentences):

Program B Name: (repeat same info as above for each program)

Grant-Specific Program/Service Info

This section is to provide more detailed information about the program/service that the grant will support. I recommend having this for any program where you will be submitting grant applications to more than one funder.

Project Summary: Brief about the project or program that you are requesting funds

Demonstrate the Need for the Project/Program

What is the problem that this project hopes to solve?

How can we prove that this is a problem?

What would happen if you didn't provide this program/service?

How would that impact the community?

Program Design (how we plan to address the need above):

Program Goals (What do we hope accomplish?):

Activities/Actions(what activities will we do to accomplish our goals):

Staff Needed:

Program Budget (only expenses related to this program):

Some examples of what to include are: salaries/wages, rent, utilities, IT, insurance, program equipment, program supplies

Prove Progress & Success (how will we you know if you are successful?)

Outcome Measurement Plan (what info we will collect & how we will collect it):

Some examples are listed below:

of participants in program → collect info through registration forms

increase in confidence, skills, etc. → participants will complete an assessment at the beginning and at the end of the program

of participants that completed program → collect info through attendance records

of participants that achieved desired goal (examples: decreased ER visits, gained employment, increased school grades) → participants will complete survey the end of the program letting us know which goals that they achieved

Files to Save in Your Grant Info Folder so that you can Quickly Attach them to Grant Applications

- Organizational Budget Current Fiscal Year
- Organizational Budget Upcoming Fiscal Year
- Program/Project Budget
- Organizational Chart
- Executive Director Resume
- Program Director Resume
- Document with links to news coverage and social media accounts
- Organizational By-laws
- Board of Directors Listing
- IRS Tax Exemption Determination Letter
- NC Solicitation License
- Information about past successes (ideally an infographic)