

GRANT WRITING Requirements List
(*not all of these items will apply to every agency)

- Organization's Legal Name _____
- Contact Person (Title) _____
- Telephone number _____
- Mailing Address & Physical Address (if different) _____

- Email address _____
- Type of organization: (i.e. Municipality, 501(c)(3) agency, etc.) _____
- Population served _____
- Geographic area served _____
- Detailed Description of Project and amount of funding requested (*use other page)
- Have you applied elsewhere for funding this project and what were your results? _____

- Timetable for implementation of project _____
- Results expected if funding is received _____

- Will you do a Project Evaluation? If Yes - How will the Evaluation be performed? _____

- If necessary, will your organization be able to sustain this project on its own in the coming years?

Please also gather the following information and have it available since some funding agencies typically request it with the proposal. We will notify you if they are needed.

- List of current Officers and/or Directors
- List of key administrative staff and qualifications
- Copy of IRS Determination Letter
- Most recent audit report
- Copy of current year's budget
- Agency brochures or news clippings