GRANT APPLICATION TOOLBOX

Organization Information
Information needed for many different types of grants

- General
  - Organization History (Brief)
  - Mission, Vision, Values
  - Staff Organizational Chart
  - Board Member List/Profile (includes professional position)
- Legal Docs
  - IRS Determination Letter
  - Articles of Incorporation
  - Charities Bureau Letter
- Identifiers
  - Employer Identification Number (EIN) *(AKA Federal Tax ID Number)*
  - Charities Bureau Registration Number
  - DUNS number (usually needed for government grants)
- Financial
  - Form 990
  - Audited Financials
  - Fiscal Year Budget

Program Information
Have this information readily available if applying for the same programs frequently

- Program Narrative
  - Targeted Population
  - Number of participants
  - Project Description
  - List of Partners
  - Other Funding Sources
  - Statement of Purpose and Need
  - Staffing and Oversight
  - Timeline
  - Desired Outcomes
- Statistics, studies, articles, surveys
  - *Example: a wellness program may need to refer to county health statistics*
- Program Budget
  - Grant spending plan to include details on overall project budget
- Plan for Evaluation
  - Measurable Outcomes/Performance Targets
  - How do you know your program is performing as intended?
    - *Examples: beginning/end statistics or surveys*

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- Real stories of people who were helped by program

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