

Show Me The Money

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Research and Planning

- 1. Know your organizations Core Mission***
- 2. Does the proposal fit with the core mission***
- 3. Know the funder***
- 4. Know your community and community partners***
- 5. Know your competitors***
- 6. Know what unique things your organization has to offer***
- 7. Make sure organization meets all requirements***
- 8. Explore options for sustainability***
- 9. What measures will be used to demonstrate outcomes***
- 10. Know funders contract requirements***

LEAVE NOTHING TO CHANCE

Components of a Grant Application Toolkit

- ***Confirmation of your organizations 501 (c) (3) status***
- ***Organization's bylaws or charter***
- ***Annual operating budget***
- ***Actual income and expense report for current year to date and most recently completed fiscal year.***
- ***Itemized program budget. If for multi-year funding include multi-year program budget***
- ***Form 990- If budget is between \$25,000 and \$100,000***
- ***Most recent AUDITED financial statement***
- ***Latest annual summary or report of your organizations prior year activities***
- ***Current Board List***
- ***Resumes of staff and/or board members***
- ***One paragraph summary of key staff including qualifications relevant to this request***
- ***Organizations three largest funders during last fiscal year or list of awarded grant for last five years***
- ***Grantee report if previously funded***
- ***Letters of Support***
- ***Memorandum of Understanding or Letters of Agreement***
- ***Local Neighborhood or area-wide statistics***
- ***Any recent articles highlighting program***
- ***Ethnicity Statistics – Board Members, population served, community***
- ***Income Statistics - Community***

Ten Steps to Success

- 1. Research***
- 2. Homework about project***
- 3. Fact finding on funder***
- 4. Be thorough***
- 5. Match project with appropriate funding source***
- 6. Customize proposal to funder***
- 7. Provide all of info requested and only info requested***
- 8. Link need, project, goals, objectives and budget together seamlessly***
- 9. Give accurate statistics – Cite all sources and data***
- 10. Follow the outline; make it easy for funder to read.***

DOUBLE CHECK ALL WORK

Letter of Inquiry or Letter of Intent

Introductory paragraph – say who you are, the name of your organization, and what you are writing to them about. This should be short and to the point.

Hi, my name is Cindy Hicks and I am the coordinator for the Healthy Garden Club at Midland Elementary School. I am writing to inquire about funding for our vegetable garden program in Poway, California.

The second paragraph provides basic information about the organization including, mission, size, years in existence, Federal Tax status, and current operations.

The Healthy Garden Club at Midland Elementary School is a volunteer based group. We create plant and tend to 10 gardens on the school campus per year. We are a 501 (c) (3) organization strictly run by volunteers. We have a current partnership with Home Depot and Living Right Church in Poway, CA.

The Third Paragraph should describe the program you are seeking funding for. This should be general but must accurately describe the program. Discuss general costs but do not ask for money.

Our Healthy Garden club currently provides fresh fruits and vegetables for approximately 100 families at the school. Owing to an unprecedented increase in the number of students requesting free and reduced lunches we are expanding our Healthy Garden club. The initial estimate for expansion will be \$5,000.00. Home Depot has agreed to donate the lumber for the expansion beds. When the expansion is complete we will be able to serve an additional 200 families.

The final paragraph should discuss how your program fits into the mission and or vision of the funding organization.

We believe that our Healthy Garden Club is an excellent fit with the values of the Midwest Soil and Seed Company. Your mission statement of "everyone deserves fresh healthy produce on the table" mirrors the goals of the Healthy Garden Club. We are very proud that 1/3 of our school families are eating healthier and enjoying fresh fruit and vegetables.

Last but not least, close with a specific request for the grantmaker.

We would like to submit a formal application to your foundation for funding of this worthwhile cause. Please let us know what steps we need to take next to move this program forward. Thank you for your time and consideration and for the good work your foundation does.

Your signature