



Grants Toolbox

The following items are commonly requested by funders:

- IRS determination letter
- EIN
- Organizational budget
- Proposed program or capital budget, if applicable
- List of board members, their affiliations, % who give
- Most recent two years 990
- Mission or capacity statements
- History/past projects
- Strategic plan and development plans
- DEI and non-discrimination policies
- Audited financials

For state/federal funding:

- Does the organization have a UEI?
- Is the organization registered with Grants.gov?
- Is the organization registered with SAM?

Useful or may be required by some grantors

Please include if information is easily obtainable:

- List of current sponsors and donors or access to donor database
- List of project partners/contacts
- State tax exemption
- Strategic, development, or land use plans
- State Department of Charities registration number, if needed
- Annual reports
- Program outcomes
- List of other grants
- Past grant packages
- Sponsorship, appeal letters, newsletters, or anything that articulates your mission with stories
- Marketing analysis, reports, or case statements





- Community Needs Assessment
- Demographics – municipality, school, county, state, or census data
- Demographics of neighbors served
- Bylaws
- Articles of Incorporation
- Demographics of board members and staff



Writing a better human story.

1-866-GHOSTIE
1-866-446-7843

ghostwriterquill.com

doingwhatmatters@ghostwriterquill.com