

Successful Grant Writing Process

- STEP 1 ORGANIZATIONAL READINESS
- STEP 2 PROGRAM READINESS
- STEP 3 FUNDER RELATIONSHIP
- STEP 4 SPECIFIC GRANT PREPARATIONS
- STEP 5 AWARD OR DENIAL – FOLLOW UP

STEP 1 ORGANIZATIONAL READINESS

- a. Is your organization recognized as a 501(c)(3)?
- b. Do you have a list with Affiliation of the Board of Directors?
- c. Do you have a list of gender, race, and ethnicity of Staff & Board?
- d. Is any Board of Director related to each other?
- e. Do you have a financial audit or independent review of financials?
- f. Do you have an IRS 990 form?
- g. Do you have a statement of revenues and expense?
- h. Do you have a list of in-kind contributions?
- i. Are your payroll taxes, FICA and social Security taxes up to date?
- j. Do you have an organizational chart?
- k. Do you have a current strategic plan?
- l. Do you have an annual report from last year?
- m. Do you have a written history of your organization?
- n. Do you have a goals and objectives for the organization?
- o. Do you know what other organization is doing this work locally, nationally and internationally?

If you can answer yes to the questions above your organization is ready to go to step 2.

STEP 2 PROGRAM READINESS

- a. Do you know the needs to be met?
- b. Do you know the gaps in current services that other organizations are not meeting?
- c. Do you have research (qualitative and quantitatively) to back up your needs statement?
- d. Do you have an original or researched base model to address the needs?
- e. Do you know specific the constituency you want to target?
- f. Do you have specific goals and measurable objectives?
- g. Do you have a timeline from planning, implementation and evaluation?
- h. Do you have an evaluation plan?
- i. Do you have a logic model?
- j. Do you have a budget for your program?
- k. Do you have a sustainability plan? How will the program continue after the current funder is completed?
- l. Do you have an outreach plan to promote, recruit, retain and motivate stakeholders?
- m. Do you have communication plan to publicize your project and grant award?

If you can answer yes to the questions above your organization is ready to go to step 3.

STEP 3 FUNDER/FOUNDATION RELATIONSHIP

- a. Have you identified funders that might be interest in your project?
- b. Have you met with the foundation program officer?
- c. Does any of your Board of Directors know anyone associated with the foundation/funder?
- d. Have you read the Foundation's annual report?
- e. Do the foundation's funding criteria match with your program?
- f. Do you know the deadline for grant submission?

STEP 4 SPECIFIC GRANT PREPARATIONS

- a. Obtain the specific foundation grant guidelines
- b. Attend all foundation technical assistance workshops
- c. Write grant narrative based on the foundation questions
- d. Proof read narrative, ensure page limits are met
- e. Proof read budget, ensure math adds up
- f. Obtain support letter from stakeholders
- g. Insure in-kind donation are included in the budget
- h. Write a cover letter and obtain signature from CEO
- i. Submit grant at least 3 days in advance

STEP 5 CELEBRATE AWARD OR DENIAL

- a. If Approved
Send thank you letter to funder if awarded
- b. If Denied
Call to obtain feedback specifically asking how grant can be strengthened for next time. Maintain the Relationship

Obtain winning proposals under Freedom of information Act