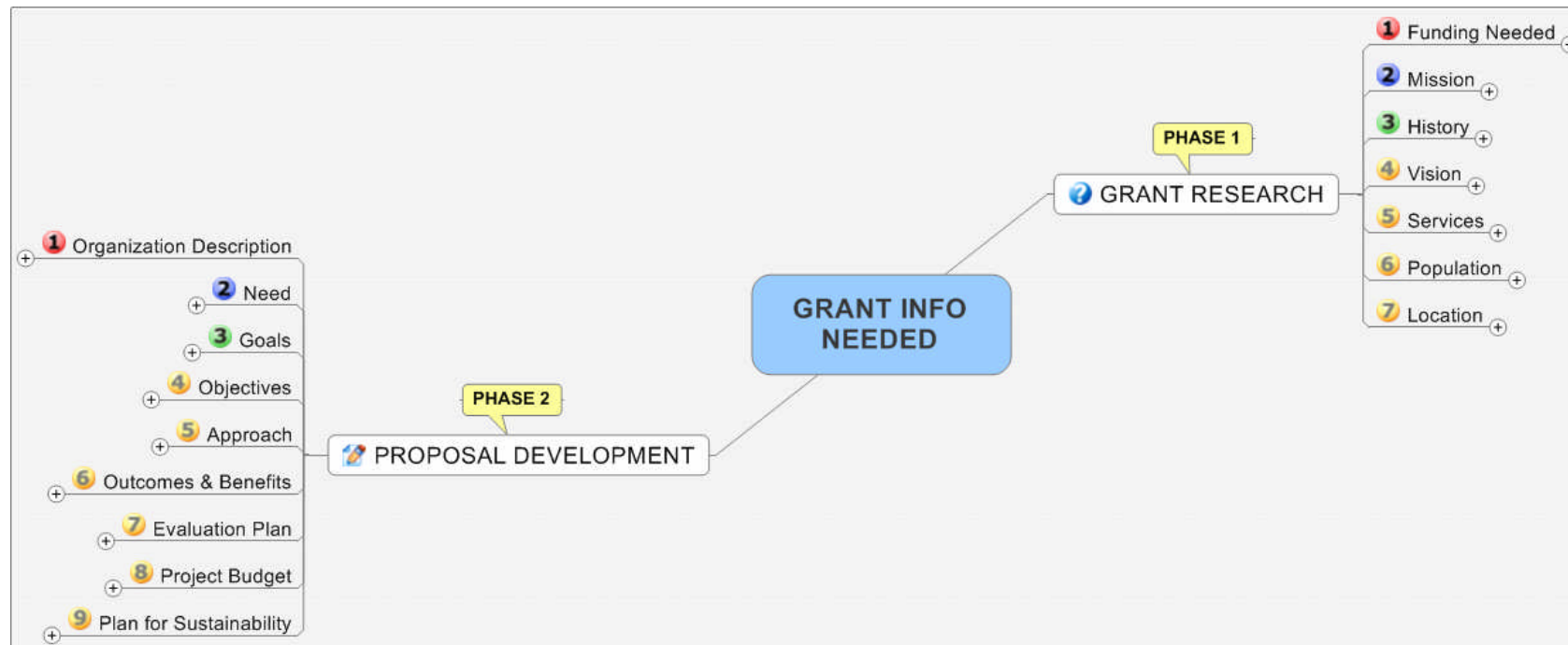


GRANT INFO NEEDED

MindMap overview of info needed to research & write grant proposals

(Info is organized sequentially, in a clockwise direction, with sub-ideas indicated by +)



GRANT INFO NEEDED

PHASE 1: GRANT RESEARCH INFO NEEDED

1. Identify Funding Needed

a. Type of funding

- Project support
- Program expansion
- Program development
- Curriculum development
- Capacity-building
 - Technical assistance
 - Program Evaluation
- Research
- Capital campaign
- Matching/challenge support
- General/Operating Support
- Other?

b. *How much?* What is the total amount needed in grant support?

c. *When?* By when is the funding needed?

2. Mission: *What is the organization's unique purpose for existing?*

3. History: *Milestones in the life of the organization.*

a. *Who has provided significant financial support to the organization?*

- a. *List names of Foundations, Corporations, Governmental entities, and Individuals, with dates and dollar amounts.*

4. Vision: *How will the world be different in the future as a result of your work?*

4. Services: *Describe the principle services or programs provided by the organization.*

5. Population: *Describe who your organization serves.*

a. *What are the demographics? (sex, age, race, economic status, education)*

b. *Numbers served (in the past & projected into the future)*

6. Location *Where are your services provided?*

a. *What is your geographic target area?*

b. *Competitors: Who else is doing similar work in same service area?*

GRANT INFO NEEDED

PHASE 2: GRANT PROPOSAL DEVELOPMENT INFO NEEDED

1. Organization Description

- a. *Track Record:* What successes have you had in the past?
- Statistics
 - Anecdotal stories / testimonials
- b. *Media:* Promotional materials and copies of articles from newspapers, journals, videos, etc.
- c. *Board:* List of board members by name, position on board, title & organization representing, profession, race, gender
- d. *Org Chart:* Illustrate reporting relationships & accountability structure
- e. *Staff:*
- List of key staff
 - Job Descriptions
 - Resumes or Bios
- f. *Collaborators*
- List of organizations with which you collaborate / complementary services
 - Letters of Support
 - Letters of Commitment
 - Specify resources (time, money, or talent) committed to the project
- g. *Operating Budget:* Current FY Budget (Income/Expenses)
- h. *IRS Letter:* Copy of IRS Letter of determination of 501(c)3 status
- i. *Audit:* Financial Audits/Statements for past (3) years
- j. *Strategic Plan:* Need a copy of the organization's Strategic Plan for next 1 yr, 3 yr or 5 yrs.

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2. Need: *Why is this project necessary?*

- a. Define the problem you are trying to address.
- b. What statistics describe the severity of the problem?
- c. What will happen without the intervention?
- d. What are the sources for needs assessment data?

3. Goals: *What are you trying to accomplish with the grant funds?*

- a. What impact do you want to have on the problem?
- Use words like: reduce, increase, strengthen

4. Objectives: *What are the specific measures for knowing if you are meeting the goals?*

SMART Objectives

- Specific
- Measurable
- Achievable
- Results-oriented
- Time-bound

5. Approach: *What strategies will you employ to meet the objectives?*

- a. Methodology
 - i. How will you go about meeting the Objectives?
 - ii. List the activities, Inputs & Outputs
- b. Rationale
 - i. What is the logic behind the approach (the program rationale)?
 - ii. Are there any models for this approach that have been proven effective?
 - iii. What is the Theory of Change to this intervention?
 1. What precondition must exist to achieve the goal?
 2. What interventions will you perform to create these precondition?
- c. Staffing Plan
 - i. Roles
 - ii. Responsibilities / Deliverables
- d. Management
 - i. Who is responsible for managing the project?
- e. Timetable
 - i. By when will activities take place?
 - ii. What are target dates for accomplishing the Objectives?

GRANT INFO NEEDED

6. Outcomes & Benefits

- a. Who will benefit?
- b. What are the expected Outcomes?
 - i. Outcomes expressed in terms of changes in:
 1. Knowledge
 2. Attitudes & Beliefs
 3. Skills
 4. Behavior
 5. Condition

7. Evaluation Plan: *What is your plan for evaluating whether you have achieved the Goals/Objectives and Outcomes?*

- a. What are the measures (indicators) of success?
- b. How will you measure degrees of change?
- c. How will the data be gathered?
- d. What evaluation instruments will be used?
 - i. (surveys, pre-post, observation, etc.)
- e. How will the evaluation be reported?
- f. Who will conduct the evaluation process?

8. Project Budget *What's on your project Wish List?*

- a. What specifically do you need the money for?
- b. What are the inputs & resources, such as: staff, equipment, supplies, facilities, etc.?
- c. Total Amount Needed
- d. What are the Projected Income sources?

9. Plan for Sustainability

How will future funding be secured to continue the project?