

# LIST OF POTENTIAL INFORMATION NEEDED FOR GRANT PROPOSAL

ELEMENTS OF PROPOSAL	ATTACHMENTS	DESCRIPTIVE DOCUMENTS	FINANCIAL INFORMATION
<ul style="list-style-type: none"> <li>• Letter of Intent</li> <li>• Executive Summary</li> <li>• Mission Statement</li> <li>• Narrative</li> <li>• Statement of Problem</li> <li>• Statement of Need</li> <li>• History of Organization</li> <li>• Goals and Objectives</li> <li>• Plan of Action</li> <li>• Logic Model</li> <li>• Time Line</li> <li>• List of Major Deliverables</li> <li>• Impact / outcomes</li> <li>• Evaluation (internal or contracted out)</li> <li>• Sustainability</li> <li>• Business Plan (summary, implementation, management, financials)</li> <li>• Project Marketing Plan</li> <li>• Description of Population Served</li> <li>• Specify Unmet needs and how they were identified</li> <li>• How Project addresses unmet needs of community</li> <li>• Explain differences of your project from others in your area (different hours? Different targeted population? New approaches? Etc.)</li> <li>• Organizational Experience</li> <li>• Safety and Security Plan for employees, and participants, - Accident/Incident Reports</li> <li>• Culturally competent services and inclusion of disabled or LGBTQ</li> <li>• Performance Measures</li> <li>• Data Management</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of 501c3 Determination Letter</li> <li>• Copy of 990 or 990-EZ (cannot accept 990-N also known as e-postcard).</li> <li>• Copy of conflict of interest statement</li> <li>• List of previous grants awarded,</li> <li>• List of Board of Directors and Officers (to include: full name, phone number, home address, office address and name of employer)</li> <li>• Qualifications of Key personnel to include their job duties and resume.</li> <li>• Position descriptions for key personnel</li> <li>• Title VI plan or statement (non-discrimination)</li> <li>• Survey</li> <li>• COI (certificate of insurance)</li> <li>• Lobbying Certification (for federal grants)</li> <li>• MOU (memorandum of understanding)</li> <li>• Sub recipient Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• -Descriptive literature of Organization</li> <li>• Letters of Support</li> <li>• Resolutions</li> <li>• List of past events</li> <li>• Organizational Chart</li> <li>• Proof of facility ownership deed or lease</li> <li>• Documents or before pictures</li> <li>• Banking information: name of bank, address, account #</li> <li>• Conceptual drawing of proposed changes</li> <li>• List of existing providers</li> <li>• List of Collaborative Partners and their role</li> <li>• Communication venues/strategies</li> <li>• Reports (from past grants or current)</li> </ul>	<ul style="list-style-type: none"> <li>• Indirect Cost Rate Contract</li> <li>• Budget</li> <li>• Budget Justification</li> <li>• Financial Statement</li> <li>• Compilation</li> <li>• Audited Financial Statement</li> <li>• Organization Budget</li> <li>• In-Kind Contributions</li> <li>• CFR 200 Compliance</li> <li>• Oversight of Funds: QuickBooks or other finance software, Chart of Accounts codes for funds received and expended, etc.</li> <li>• GAAP (generally accepted accounting procedures)</li> <li>• SF 424 (standard form for Federal Grants)</li> <li>• DUNS Number</li> <li>• SAM registration (system for award management this is required for Federal, State, County grants)</li> <li>• <a href="https://www.grants.gov">Grants.gov Website</a> (registration to find and apply for Federal Grants)</li> </ul>