# Shoestring Solutions
*your grant writing partners*

**Grant Writing Checklist: 11 Things to Have Ready**

Make sure you have the most-often requested items for grant proposals ready to go for your next grant writing campaign.

Answer each of the following and provide via an attachment in an email to lcalder@shoestringde.com and ecaplan@shoestringde.com with the subject line, "Grant Writing Checklist" before the first grant-writing project begins.

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1.  Your organization's mission and brief history. When and why was your nonprofit founded and by whom? Has its focus changed over the years? What are some key moments in your history? What was the most recent accomplishment achieved?

2.  A list of all programs. Provide a brief description of program highlights, population served and how many are reached for each program.

3. Budgets. The annual budget for the current fiscal and previous years, with separate budget sheets for each program.

5.  A need statement for your project or program. What is the issue your nonprofit addresses? What need/s does your community have? How specifically does your organization eliminate or reduce the need, thereby providing workable solutions for your community and the people in it?

6.  Detail on any collaborations with other organizations or businesses.

7.  A listing of major funders already committed to the project or program. Include the amount of funding committed by each donor.

9.  An explanation of how you measure your results against the goal of your program. Have an explanation for your data and what it means.

11.  A list of your Board of Trustees, with titles and contact information.

12. Stories, testimonials, and photos. These help to make your organization's mission personal and real.

13. Demographics and data. The number of individuals reached and racial, gender and economic backgrounds. Program statistics by year.

14. The usual suspects: IRS letter, 990s, audit, and W-9.