**Grant Writing 101**

**The following outlines the most requested grant application materials to have ready.**

Note: Most funders use online grant submission portals which often have word or character limits. Keep your answers clear, concise, and impactful.

1. Organization Background and Mission -- In other words, why are you the best organization to do this work?
* Mission Statement
* History
* Programs & services
* Leadership and key staff with contact information
* Accomplishments & prior funded projects
1. Statement of Need
* Why is the project needed?
* What problem are you trying to solve?
* Description of the problem and who is being affected by it?
* What statistics or measurable facts relate to this problem/issue? Cite reliable data
* Tip: Use The Idaho Foodbank website and partner impact report info
1. Program/Project Description
* What is the project/program? Describe in detail.
* Why did you select your goals and objectives?
* When will the project be implemented? Include a timeline.
* Geographic reach: where will the project be implemented?
* Demographic reach: who will the project serve?
* Who is involved? Include key staff, volunteers, partners, and how they relate to the project.
	+ Some funders ask for Key Staff Bios. Below is a template you can use to write a bio:
		- Key Staff Bio Template
		- [Name] is the [Title] at [Organization], where [he/she/they] [briefly describe key responsibilities]. With [X] years of experience in [relevant field or expertise], [Name] has contributed to [notable achievement or impact]. [He/She/They] is passionate about [cause or mission-related focus] and works to [specific goal or impact].
1. Budget
* Have an organizational and project budget ready with income and expenses.
* Some funders ask for a list of funding sources and whether they are committed or pending.
* You can add a Notes column to provide more detail as needed.
* Some grants require their own budget format or template. Ex: The Idaho Food Bank Fund application asks for a 6-line (max) budget in this format

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| --- | --- |
| **BUDGET CATEGORY** | **EXPENSE** |
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1. Evaluation
* Explain how you will know if the project is successful.
	+ Ex: # of people served, # pounds distributed, feedback through survey results
* Data you already have access to (via IFB):
	+ Pounds of food distributed
	+ People served
	+ In-kind donations
	+ Services rendered – nutrition ed, recipes, food demos
* Important: Make sure you can track what you say you will measure
1. Sustainability
* How will your organization sustain your project after this grant period ends?
* You may list other secured and pending funds here
* Plans for the future

7. Common information requested to attach (or upload) to your proposal:

* 501c3 Letter
* 990 (some funders ask for the last 2 years)
* W9 (signed)
* Board List with Titles
* Current year board-approved Organizational Budget
* Project/Program Budget
* Other funding/income sources
* Letter of Support
* Key Staff Bios
* Financial Statement (e.g. Profit and Loss statement)
* Optional attachments: some examples
* Annual Report
* A few photos
* Success Story