



SO, YOU WANT TO APPLY FOR FUNDING:
7 GRANT WRITING
MUST-HAVES





MOTLEY

GRANT WRITING 101

Do you feel overwhelmed with the thought of applying for a grant? Are you confused with what you may need and where to start? In the next few pages, we will set you up for success and provide you with the key things that you should have before applying for a grant.

There are many opportunities out there to fund your businesses and grants are one of them. For both non-profits and a few for-profit organizations, we have identified 7 must-haves that will make your grant writing experience that much smoother.





1. WHAT PROJECTS DO YOU NEED FUNDING FOR?

THIS IS A CRUCIAL QUESTION. WHETHER IT'S EQUIPMENT, OPERATIONAL COSTS, OR CAPACITY BUILDING, IDENTIFYING WHAT YOU NEED FUNDING FOR WILL HELP SIFT THROUGH THE GRANTS AVAILABLE AND HELP YOU IN YOUR NARRATIVE BUILDING AND BUDGET PROPOSAL.







ARE YOU REGISTERED + ACTIVE TO APPLY FOR FEDERAL + STATE FUNDING?

2. DUNS NUMBER

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A 'D-U-N-S Number' is a unique 9-digit number used around the world to identify and access information on businesses. In order to apply for federal funds, this number is required. Go to dnb.com to get your number. (It's free! but takes time to apply...)

3. ARE YOU REGISTERED + ACTIVE ON BOTH SAM.GOV + GRANTS.GOV?

YES NO

4. CAGE CODE

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The Commercial And Government Entity Code is another unique identifier assigned to various organizations through SAM (System for Award Management) by DLA (Defense Logistics Agency). This is also free but can take up to 10 business days!



DO YOU HAVE AN EIN NUMBER? ARE YOU A NON-PROFIT OR FOR-PROFIT?

5. EIN NUMBER

An EIN Number is a unique 9 digit number. An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity. Visit irs.gov to get your number.

6. WHAT IS YOUR BUSINESS ENTITY?

 NON-PROFIT FOR-PROFIT GOVERNMENT

Familiarize yourself with all of the requirements of the funding opportunities you are considering. One of the most common questions is what entity your organization is. Keep in mind that numerous grants will require proof of tax-exempt status, if applicable. Don't be discouraged if you run a for-profit business, there are opportunities out there that cater to you as well as creative ways to partner with non-profits.



7. WHO ARE THE KEY MEMBERS OF YOUR ORGANIZATION?

A CHECKLIST OF ITEMS YOU MAY NEED

- Resumes
- Job descriptions
- Qualifications
- Skills



NAMES OF KEY TEAM AND/OR BOARD MEMBERS

_____	_____
_____	_____
_____	_____
_____	_____



Bonus
Tip:

HAVE ALL YOUR DUCKS IN A ROW

1. It's always a great idea to have as much information compiled in a folder (whether it is google drive, dropbox, or any other way you keep your information) so that when you go through the grant application it will be easier for you copy and paste the information into the application.
2. Curate your application to what the grantors want! Go through previous winners and the foundation's background to make sure you are inline with their values. This will make you a stronger candidate.
3. Have all your financials squared away? It is always good to have your taxes and audits up to date in general and some grantors would want to see your last 3 years of financial statements and or other tax information (be well prepared).
4. Even if you don't get the grant the first time around, it is custom that feedback will be available on where you can improve. The likelihood of you receiving the grant in the next cycle increases exponentially because they would have been already familiar with your organization.

REACH OUT!

We work to tell your stories and build your capacity. Do you need a grant writer? Do you need a hand with your federal funding numbers and codes? Do you want help with your grant application or need help finding grants? We'd love to talk with you.

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