

First, a word on terminology: a grant proposal is what you're learning to prepare and a grant is the check when it arrives in the mail. A grant proposal is simply a request for funding—nothing more, nothing less. The only difference is the **format** of your approach.

These lessons go in a certain order for a reason. We're preparing your group, one step at a time, to have an on-going grant submission program in place. I promise that's not as scary as it sounds. When these lessons are complete you're stream-lined and ready to send out multiple grant proposal packets. Each individual grant proposal will not need to be written from scratch, nor will it take hours and hours to do. You'll already have the "template" written and close at hand. I do mine in batches of 2 or 3 at a time.

Think of it this way--if you're going to take the time now to prepare a nice five-page proposal, why would you only use it once? Since you must prepare it for the very first grant packet, no sense letting it sit around and gather dust. We'll have much more on that in future lessons.

Step one for today: find five, empty manila folders. These folders will hold your attachments. Every grant packet has at least one attachment and usually more. When you hear the word "attachments" or notice the word on a grant-maker guideline or in grant books, you'll understand what they mean. We're doing them now, first so they will be quickly available to you as needed later on. Once filled, keep them together, where you can easily find them later.

Manila folder one: place five copies of your IRS 501c3 determination letter

Manila folder two: place five copies of your board of directors list, nicely typed with addresses, no phone number needed. If it's not on letterhead, place your name and organization address centered on the top of the page.

Manila folder three: place five copies of your organization budget for 2008, (not a project budget). Later, if you do a project grant, you can include both budgets.

You should be able to get this from your treasurer or your old files. If you don't have a budget--don't panic. Update the old one or make a new one. Budgets are only projections, nothing is cast in stone. Don't spend hours on it! If you spend \$175 on office supplies instead of \$150, no one will come knocking at your door. Below is a sample budget, use it as a guideline.

### **2008 Projected Budget Group Name**

Revenue

|                           |                 |
|---------------------------|-----------------|
| Memberships Dues          | \$1400          |
| Donations/Grants          | \$16000         |
| Donations/collection cans | \$675           |
| Adoption fees             | \$1200          |
| Fundraisers               | \$4200          |
| Misc/recycle/interest     | \$3100          |
| Memorials                 | \$800           |
| <br>Total revenue:        | <br>\$27,375.00 |

Expenses

|                             |                 |
|-----------------------------|-----------------|
| Fundraisers                 | \$100           |
| Insurance                   | \$3250          |
| Utilities                   | \$5200          |
| Payroll                     | \$16200         |
| Dept of Rev (payroll taxes) | \$800           |
| US Treasury (payroll taxes) | \$2500          |
| Newsletter                  | \$360           |
| Sec of State                | \$10            |
| Vet Meds                    | \$800           |
| Food/supplies               | \$850           |
| Postage                     | \$250           |
| Building Maintenance        | \$450           |
| Miscellaneous               | \$200           |
| Accounting/tax Service      | \$-0-           |
| Legal Service (less in 07)  | \$1500          |
| Office supplies             | \$100           |
| Lawn care/exterior          | \$200           |
| Emergency fund              | \$500           |
| <br>Total expenses:         | <br>\$33,270.00 |

Manila Folder four: If your group has them, place copies of your most recent balance sheet and profit/loss statements in this folder. IF NOT, don't worry! Lots of small groups don't have these statements or if they have them, they are not necessarily "audited." You can still get grant checks. Smaller groups can rarely afford "audited" financial statements. I read the cost of this audit can run from \$3000-\$10,000.

Instead for folders #4 and #5 you can use five copies of:

- Letter(s) of recommendation from businesses, vets, happy adopters
- Previous year's budget
- Nice photos of your group in action, color or B/W

Newspaper or magazine articles about your group  
Articles of Incorporation—(use only if you don't have anything else)  
Your group brochure or a good-quality copy of it  
List of highest paid staff, if you have them  
Any other document you can copy and include that makes your group shine!

Point being, the **first three folders are the most important.** The remaining attachments can be customized to your group. These documents lend credibility and professionalism to your packet. Strangers will be reading your material and they want to know you are and that you're legitimate.

However, sometimes funders will specify which attachments they want, so follow their list as best you can. If the grant-maker guidelines don't specify--you can select yourself, **but always include your 501c3 letter.**

If the grant-maker has a limitation on the total pages of the packet, honor this request and only include the text and attachments to reach the total. Never exceed their limit!

Questions:

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