

COMMUNITY GRANT WRITING SERVICES

Grant Writing Inquiry Checklist

Please remember that the quality and quantity of the information you provide to us directly affects the amount of time it will take to complete your proposal and the quality of proposal that we are able to produce.

Organization Information

Name:		
Address:		
City:	State:	Zip:
Phone:		
Website:		
E-Mail:		
Director:	Title:	
Tax I.D. Number:	DUNS Number:	
Date Organized:		

Grant Specific Information

Staff Contact for Grant:
Staff Contact Title:
Staff Contact Phone:
Staff Contact E-Mail:
Funding Amount Desired:
Desired Grant Source (if known):
Application Due Date (if known):
Funding Received to Date from this Source:
Description of Project or Program:

Please Attach as Many of the Following as Possible

- Organizational Budget (with notes) and Program Budget (if applicable)
- Annual Report
- Audited Financial Statements or Year-End Financial Statement
- List of Governing Board Members or Trustees & List of Staff
- Resumes and/or job descriptions of current and/or proposed staff
- Organizational Chart
- IRS Letter of Determination (certifying 501(c)(3) or 509(a)(1), (2), or (3) status)
- Articles of Incorporation and Bylaws
- Organizational History
- Organization's Vision and Mission
- Organization's Current Strategic Plan
- Letters of Support for Project (if available)
- Calendar of Events
- Brochures, Newsletters, other marketing materials for the organization and project seeking funding (if applicable)
- Recent newsletter articles, newspaper clippings, evaluations or reviews
- List of awarded or pending grants for past two years



Questions? Contact Pam Bischoff, Charitable Financial Specialist,
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