

Grant Writer

Job Description

First step is to access the needs of our Organization, then research the Foundations offering grants, in order to find the appropriate one for our Organization's needs.

Mission Statement should be included

Depending on the Foundation a Letter of Inquiry may be requested.

If a letter is required, your letter should include a synopsis of our project and the requested amount of the grant. It is good to include the population we plan to serve. Might add if funding is received it will enable our Organization to reach more of the underserved community.

Letters of inquiry should always be mailed to the Foundation by regular first-class mail. Do not send overnight or express. Pay attention to deadlines and mail in time.

Proposal

Most Foundations have specific guidelines which must be followed. Be sure to research to know the Foundation's proposal format, required contents, desired attachments, number of acceptable pages and the deadline. Be sure to explain the purpose of the project, and its worth to our Organization, and to the geographic area we serve, be very specific.

Included in the proposal should be a brief description of our organization's history, from inception, Mission Statement, services offered, and population served. A short Biography of the key persons, - President of the Board and Artistic Director. If other biographies are required, they will be listed in the Foundation's proposal requirements.

Be sure our Organization's plan of action to acquire needed funds, if grant money is not received.

A brief history of our Organization's past activities and accomplishments. Mention of future goals is helpful.

Complete application in accordance with Foundation's request. Be sure to prepare the required number of copies. There is always a check list.