

# Grant Writing 101: Before You Get Started

Much of the work behind grant writing will take place **before** you write your first word. Many funders will provide a checklist of items you'll need to complete your application, but if not, make sure you have the basics in place. These may include:

- Good data to support your proposal (historical data, patient outcomes, target population, local statistics, number of donors and volunteers, etc.)
- Clinic history and background
- A clear problem statement
- A clear description of the project or use of funding
- An evaluation plan (goals, objectives, measures, KPIs, timeline)
- A statement of sustainability beyond the grant
- A description of community collaborations or partnerships
- Letters of commitment (if applicable)
- Bios of key clinic or project/program staff
- An organizational chart or project chart
- Board of Directors list (with officers and terms)
- A list of current grantors and amount of funding
- IRS letter confirming tax exempt status
- An operating budget, P&L, income statement
- A Project Budget (if applicable)
- W-9, 990, external audit
- A Strategic Plan
- A Succession Plan
- A Nondiscrimination Policy