



DOCUMENTS NECESSARY TO IMPLEMENT GRANT WRITING PROCESS

The following documents from the fiscal agent 501c3 are necessary:

- ___ **Board of Directors with Career Affiliations and Contact Info**
Ex: Jane Smith, Board President – Realtor, ReMax Realty
1122 First Street, Sarasota FL 34242
PH: 941-555-1212 Email: jsmith@gmail.com
- ___ **Copy of 501c3 IRS Determination Letter** (*NOT the Tax Exemption letter, please*)
- ___ **W9 Form signed by Executive Director, dated no earlier than 2015**
- ___ **Current Organization Budget** (preferably a one page document)
- ___ **Project or Program Budget that “zeros out”** (i.e. Revenue equals Expenses)
- ___ **Recent 990 forms** (2013, 2014, and, if possible, 2015).
- ___ **Copy of most recent Audited Financial Statements no earlier than 2014.**
- ___ **Program Descriptions** (current projects and programs)
- ___ **Copies of other grants written, if available.**
- ___ **Copies of measurement tools** (ex: pre/post tests)
- ___ **Key Staff Bios**
- ___ **Non Discrimination Policy** (reaffirmed no earlier than 2015 by Board)
- ___ **Business Continuity of Operations Document (disaster plan)**
(Go to www.ready.gov to complete Continuity of Operations form, if necessary)

Please scan and email documents to: adraine@aol.com

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