

# GrantSmiths Interview Guide for Grant Proposals

## 1 Organization's legal name

## 2 When founded, by whom and why

## 3 History and accomplishments

3.1 Use statistics (footnote them)

3.2 Show increasing accomplishment in the face of increasing need

3.3 Convey longevity, experience, and community connectivity

## 4 Current operations and programs.

4.1 Describe and quantify outcomes

4.2 Stay relevant



## 5 Constituency and involvement

5.1 Prove who you serve

5.2 Diversity of client base

5.3 Dedication of volunteers

## 6 Your community

6.1 The problem population  
and trends

6.2 Socio-economic issues in  
the community



## 7 Addresses

7.1 Mailing address

7.2 Address of any facilities

7.3 Web site address

7.4 Organization's email address

## 8 Telephone number

## 9 Fax number

## 10 Executive Director's name, title, and contact information

## 11 Name of grant manager, title and contact information

## 12 Starting date of fiscal year

## 13 Amplify Needs

13.1 Three sentences that capture the dire state of the need



## 14 Current problem

- 14.1 Emphasize the urgency
- 14.2 Provide statistics
- 14.3 Footnote all statistics

## 15 Goals

- 15.1 Full of hope, promise, and future results for your clients
- 15.2 Your dream
- 15.3 Not measurable



## 16 SMART Objectives

- |      |                    |
|------|--------------------|
| 16.1 | <u>S</u> pecific   |
| 16.2 | <u>M</u> easurable |
| 16.3 | <u>A</u> ttainable |
| 16.4 | <u>R</u> ealistic  |
| 16.5 | <u>T</u> ime-bound |

## 17 Strategies for achieving these objectives

## 18 Project timeline

- |      |                          |
|------|--------------------------|
| 18.1 | Use quarters, not months |
|------|--------------------------|



## **19 Community partners**

- 19.1 Emphasize your connection with other organizations**
- 19.2 Size of your network**
- 19.3 The role of each organization in achieving your mission and the resources they make available**

## **20 Mission**

- 20.1 Why do you exist? What do you need to do?**
- 20.2 Not who or how**
- 20.3 Mission should exude passion and bring tears to the reader's eyes**

## **21 Project staff**

- 21.1 Experience**
- 21.2 Qualifications**



## **22 Evaluation**

**22.1 Plans for monitoring progress toward measurable objectives**

**22.2 Who will conduct the evaluation**

**22.3 What type of data will be collected**

**22.4 Methods of data collection**

**22.5 Frequency of data collection**

**22.6 Plans for reporting concrete measured results to stakeholders**

## **23 Existing resources**

**23.1 Show that you can meet your basic operational needs without this grant**

**23.2 Show that you are not a "bare-bones" operation**

## **24 Organization budget**



25 Project budget

26 Proof of nonprofit status

27 Members of board of directors

28 Letters of support from leading members of the community

