



GRANT  
CONNECT



# Grant Preparation Toolkit



# Mapping Your Needs

This framework is designed to help you understand and map out your needs and approach for your next grant application.



**Your Organization:** \_\_\_\_\_

**Your Cause Areas**

**Communities Impacted**

**Describe your need**

**How long do you need support for?**

**What is the total cost of your need?**

\$ \_\_\_\_\_

**Type(s) of support** (i.e. project funding, capital expenses, in-kind, etc)

**Possible funder connections**  
(Well connected board members, volunteers, senior staff)

# Do Your Research

Once you confirm your eligibility for the grant, do some research to familiarize yourself with the grantmaker. This will help you tailor your application to specific opportunities.



**What are the focus areas of the grantmaker?** Which areas align most with your funding need?

**Where is the grantmaker located?** Does their funding have a specific geographic focus?

**What questions are you required to answer in the application?** What is the application word limit?

**Are there any past funded projects that are similar to the goals or activities of your organization?** What aspects are similar?

**Have you had the opportunity to chat with the grantmaker about the types of projects they're looking to support?** Include helpful notes here.

# Organize Your Proposal

Use this framework to organize your thoughts and arguments for your grant proposals in one place. Consider this the "Story Arc" of your grant application.



**What project or initiative is your organization seeking funding for?**

Explain it in 3 sentences or less!

## Your activities (the "HOW")

*What are the major activities associated with your need?*

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## Your impact (the "WHY")

*What is the impact and importance of these activities on your community and populations served?*

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**Why should the grantmaker care about the work your organization is doing?**

Provide details on your organization's impact in the community.

**How would the funding be spent, and how will you outline each expense?** Include notes on what administrative and financial items to include in your application.

**What type of data do you need, and how will you use each piece?** Include notes on case studies and impact statistics and why these are meaningful to your application.

**Review your notes so far. Are there any items you're unsure about including?**  
Note them here for further review in the editing stage.