PRE-APPLICATION INSTRUCTIONS
LIST OF GRANT DELIVERABLES

NON-PROFIT BUSINESS PROFILE
Business Name & Address
President (Name, Address, Email, Telephone, Alternate Telephone)
Primary Point of Contact (Name, Address, Email, Telephone, Alternate Telephone)
Non-profit (Copies – Articles of Incorporation, Tax Exempt Letter, 990, etc.)

GRANT PROPOSAL
Project Title
Project Narrative
Project Summary (Abstract)
Specific Aims
Statement of Need (Services Provided, Demographic Served, Data, Statistics, Supporting Information)
Impact (Outcome, Measurements, Milestones, Definition of Success)
Models of Success (Source of Project Ideas)
Bibliography and Cited Literature Sources (when applicable)

RESUMES
Business Organizational Structure
Project Organizational Structure (Collaborative Partners, Governmental, Faith-based, etc.)
Contact Information List

BUDGET
Budget (Project & Non-Profit Annual Report)
Budget Justification

SUPPORTING DOCUMENTS
Target Demographic
Letters of Supports (Collaborative Partners,
Consortium/Contractual Agreements
Management Plan (Staff, Volunteers)
Facilities and Other Resources