

**REVIEWED**

*By Valarie J. Dixon at 10:49 pm, Mar 06, 2009*

**REVISED**

*10:50 pm, Mar 06, 2009*

**BGI**  
**GRANT WRITERS**  
**VALARIE J. DIXON - PRESIDENT**  
607 Mohawk Street  
Mobile, Alabama 36606  
Office (251) 471-1211 Fax (251) 471-1212  
[www.bgigrantwriters.com](http://www.bgigrantwriters.com)  
[valarie@bgigrantwriters.com](mailto:valarie@bgigrantwriters.com)

## Blessed Grants International, LLC



**Grant Writers**

Blessed Grants International, LLC™

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Valarie J. Dixon– President  
607 Mohawk Street  
Mobile, Alabama 36606  
(251) 471-1211

I'm enclosing this letter of introduction to tell you a little about myself and my Company. I started this company with great anticipation of helping others, to achieve their goals. Everyday I would hear of someone that wants to do good in their Community, but did not have the capital, nor the resources to get started. I myself saw a need in my community but did not know what to do. When one Sunday my Pastor told me I would be the grant writer for our church. I was immediately Opposed to the idea, I went to school for nursing, Grant Writing was totally foreign to me, but my Pastor insisted. So on August 17, 2001 BGi was born. Due only to God, and My Pastor, Ruby Eldridge who believed in me I look forward to doing business with you in the near future, and I hope that BGi can help to make your dreams come true.

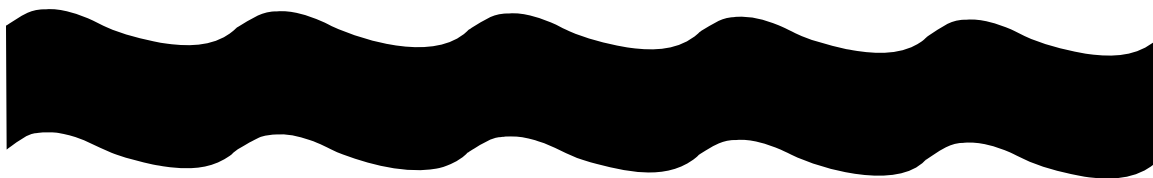
Sincerely

*Valarie J. Dixon*

Valarie J Dixon

## Mission Statement

Our Mission is to lend a helping hand to those in need of financial assistance, with both public and private ventures, for Nonprofit and Faith Based Organizations. We aggressively seek out Foundations, Local Programs, and Governmental agencies that offer grants, low-interest loans, equipment, tech-support, and assistance. We advocate the idea of turning dreams into reality, by developing lasting relationships with Organizations that support your Dreams.



## Organizational History

I was blessed to form BGi, in August of 2001. It was up and running in March of 2002. I'm incorporated, and Licensed in the State of Alabama. I have spent a year researching and learning all I can about the grant-writing world, so I can better serve you.

I received my certification in grant writing from the University of South Alabama in February of 2003. In that same year I also received the SAL Award (*South Alabama small business achievement award*) from the Women's Business Center of Southern Alabama. I am a member of Nafe (*National Association of Female Executives*), *The Wall of Tolerance* and I'm also a Notary Public.

# *Valarie J. Dixon*

607 Mohawk Street  
Mobile, Alabama 36606-1519  
Home Phone (251) 471-9327  
[email-wyconda39@aol.com](mailto:email-wyconda39@aol.com)

***Objective:** To constantly increase my knowledge to promote positive outcomes in my life as well as the lives of others. If you want something you've never had you must do something you have never done.*

## *Qualifications*

*I'm a hard working positive thinker who can lead as well as follow, I give directions as well as I take them. I am very conscientious of my appearance that it reflects professionalism at all times. I have worked with grants for the past four years and has been certified in grant writing. I have attended conferences and workshops that has enabled me to secure funding and navigate through the funding community.*

## *Education*

**1980-1982** High School Diploma, John L. Leflore High School  
**1982-1983** Nursing, Tuskegee University, Minor-Business  
**1984-1986** Nursing, Bishop State, Minor-Business  
**2001-2002** Grant Writing, University of South Alabama

## *Experience*

**2000-Present President of BGi, Blessed Grants International, LLC™**

*This Organization seeks, researches, and write grants, we help you to become qualified by applying for a 501(c)(3), we help you complete all information you need to acquire a grant, including all support documents, and follow-up evaluations after you have been funded.*

**2000-2004 Director of Programs and Projects, Pure Word Ministries**

*I research and develop new programs that will benefit the community. I write grants, obtain 501(c)(3) and establish developmental brochures, and informational packets for Non-Profits and faith-based organizations*

**1999-Present Bus Driver, Mobile County School Board**

*I drive on average about 200 to 600 students a week, I pre-trip the bus, and keep a daily log of required maintenance.*

**1995-1999 PSM (parts pro manager), Auto Zone**

*I made schedules, supply ordering, stocking, payroll, machine testing, cut rotors and delegated duties.*

## *Activities and Awards*

1983-1993 NLN (National League of Nursing )  
2000-2004 NGCM (National Grant Conference Member)  
2004-2009 Employee of the Year of BGi (Blessed Grants International)  
2002-2003 Member of the Wall of Tolerance  
2003-2004 Chapter Chairman of Phi Beta Chi Sisterhood Sorority  
2003-2003 The Sal Award from the Women's Business Center of Southern Alabama  
2006-2006 The Sal Award from the Women's Business Center of Southern Alabama

**REFERENCES UPON REQUEST**

# BGi™ CONTRACTUAL AGREEMENT

BGi Blessed Grants International, LLC  
607 Mohawk Street  
Mobile, Al. 36606-1519  
**VALARIE J. DIXON- PRESIDENT**

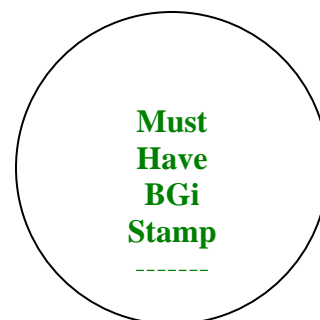
This agreement entered into on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Between **BGi**, hereinafter known as **Consultant** and \_\_\_\_\_  
\_\_\_\_\_ Hereinafter referred to as **Client**.

Now and therefore: The parties hereafter agree to the following:

## I. Consultant

The Consultant agrees to render services to the client in the following areas:

- To Prepare \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
- Submit grant on time.
- Answer any and all questions from clients and or grantors to the best of my ability, and in a timely manner.
- To employ a researcher and clerical help when needed.
- To prepare a complete and concise grant to best of my abilities.



## II. Client

The client shall submit all information requested by consultant when needed,  
**and not to exceed TEN (10) days or the contract becomes null and void.**

*All fees are **NON-REFUNDABLE** and must be paid at signing of Contract  
This fee does not include the IRS user fee. That fee is \$300.00 or \$900.00 depending on your Gross*

- The Client agrees to pay BGi \$\_\_\_\_\_. \_\_\_\_\_. If all services are not needed please see your instructional sheet and check what you do need and make your check out according to the services you require.
- BGi shall receive a percentage of the funded grant; the % shall be 10% of the asking amount. When funding has been secured, BGi will receive the agreed upon amount before any monies are allocated to your proposed projects or programs.

Therefore executed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
BGi

\_\_\_\_\_  
Client

**SIGN HERE**

**PLEASE READ BEFORE SIGNING**

**Client Instructional Sheet**



BGi agrees to render the following services to the client after all necessary documents and information has been submitted and all steps below have been followed in the sequential manner given.

**Consultant's Responsibility**

- Formulate a need analysis from your submitted info.
- Assist you with legal support if needed
- Prepare 501(c)(3)
- Prepare Grant

**Must  
Have  
BGi  
Stamp**  
-----

It is very important that you get all information back to BGi as soon as possible. Most of the materials and paper work that we deal with will be **TIME SENSITIVE**. Do not be alarmed if the IRS writes or calls requesting more info, or needing any added information this is normal, I will handle all requests from the IRS.

Please be aware that there are no guarantees, but if for any reason you are not funded and the grantors send a letter of weakness I will go back and revise the grant according to their guidelines and re-submit the grant.

Please be aware that time is crucial in grant writing there are always deadlines that must be met, that is why I give you **TEN DAYS** to get all needed information in to my office. If your information is not received within that allotted time the contract becomes **NULL and VOID**.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SIGN HERE**

Grant writing can be very time consuming that is why I require 90 days for preparation and research to be able to write a thorough and complete grant that flows with complete accuracy.

***✓ Check whatever service you require***

<input type="checkbox"/> Legal Support	\$600.00	<input type="checkbox"/> Business Plan	\$1,000.00
<input type="checkbox"/> 501(c)(3) ( irs fee included)	\$1,000.00	<input type="checkbox"/> Business Stationary	(Depends on Quantity)
<input type="checkbox"/> Grant Research	\$300.00	<input type="checkbox"/> Develop Logos	\$300.00
<input type="checkbox"/> Executive Summary	\$300.00	<input type="checkbox"/> Build Websites	(Depends on Style & Hosting)
<input type="checkbox"/> Completed Grant	\$1,000.00	<input type="checkbox"/> Press Releases	\$300.00
<input type="checkbox"/> <b>Complete Package</b>	<b>\$3,200.00</b>	<input type="checkbox"/> Resumes	(Depends on Quantity)
<input checked="" type="checkbox"/> Our website we maybe running a special		<input type="checkbox"/> Business Development	\$500.00

**MAKE ALL CHECKS OR MONEY ODERS PAYABLE TO: BGi**  
**ALL FEES ARE NON-REFUNDABLE**

**CONFIDENTIALITY CLAUSE**

**Business Clause:**

BGi Blessed Grants International, LLC and \_\_\_\_\_  
acknowledge that the terms of this Grant Writing Project and all of it's affairs are to remain confidential and agrees that neither BGi Blessed Grants International, LLC or the organization which we are under contract with at that time, nor their agents or attorneys will divulge to third parties any of the terms of this Grant Writing Project or any of it's affairs. The terms to be kept confidential include, but are not limited to, the amount of funding you are asking for, or the amount you receive, unless compelled to do so by subpoena or other legal action.

**Information Clause:**

BGi Blessed Grants International, LLC and \_\_\_\_\_  
Acknowledge that the terms of this exchange of information shall remain confidential and agrees that neither BGi Blessed Grants International, LLC or the organization which we are under contract with at that time, nor their agents or attorneys will divulge to third parties any of the information or research. The terms are to be kept confidential include, but are not limited to, all information that leads to a monetary gain, unless compelled to do so by subpoena or other legal action.

\_\_\_\_\_  
BGi Representative

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**SIGN HERE**

**Must  
Have  
BGi  
Stamp  
-----**

# **Information to Incorporate:**

## ***Nonprofit***

### ARTICLE ONE

Name of the business, company, organization or outreach

### ARTICLE TWO

Done by BGi

### ARTICLE THREE

Purpose: What will you focus on? (at risk youths, domestic violence, etc.)name only two  
We include the rest.

### ARTICLE FOUR

Registered Office and Agent: (should be a person that can sign for certified and legal documents) Name, Address, City, State and Zip code.

### ARTICLE FIVE

Number of directors or trustees

### ARTICLE SIX

Will you have members people that pay to be in your organization yes/no

### ARTICLE SEVEN

Done by BGi

### ARTICLE EIGHT

Done by BGi

### ARTICLE NINE

Name, Address, city, state, and zip for all the people a article seven and five if so state  
that and do not repeat.

### ARTICLE TEN

Done by BGi

### ARTICLE ELEVEN, ARTICLE TWELVE, ARTICLE THIRTEEN

ARTICLE FOURTEEN, ARTICLE FIFTEEN AND SIXTEEN

Done by BGi



# *Starting A Non-Profit*

## A Quick Reference Guide

- ◆ What is a Nonprofit? It is a legal entity that enables a group of people to pool energy, time and money for nonprofit activities that benefit the public at large or a segment of the community.
- ◆ Unrelated Income- Is income that has sprung from a nonprofit activity.  
*(An example will be given)*
- ◆ Nonprofit corporations are exempt from federal corporate income taxes in all states, but generally must apply for separate state, county and local tax exemption.

### **First Thing is First**

Choose a name

Choose a board

*(A working board)*

Develop by-laws

Incorporate the organization

Develop your programs

Apply for your EIN (employer identification number)

Apply for your 501(c)(3)

Work your programs successfully

Prepare your press release

Keep good records and receipts

Prepare to apply for grants

Helpful websites:

[www.governmentgrants.com](http://www.governmentgrants.com)

[www.grantcash.com](http://www.grantcash.com)

[www.freefedgrants.com](http://www.freefedgrants.com)

[www.kingdompartners.us](http://www.kingdompartners.us)

# Things needed to begin:

## *The Development Stage*

1. Choose a name for your Organization, Company or Business.
2. What will you be a Nonprofit or For Profit.
3. If Nonprofit who will make up your Board of Directors and Officers.
4. If For Profit how will you Incorporate (S Corp, LLC, Sole Proprietorship)
5. Develop a Business Plan.
6. Incorporate your Organization, Company, or Business.
7. Develop your Bylaws.
8. EIN Number Must have your Social Security Number to apply \_\_\_-\_\_-\_\_\_\_\_
9. D&B Number or Duns Number
10. If Nonprofit apply for your 501(c)(3) (*federal exemption status*)

## Things Needed To Apply For 501(c)(3) Status

1. Certified and stamped copy of your Articles of Incorporation.
2. EIN Number
3. Mission Statement
4. Organizational History (Should not exceed one page in length)
5. List the programs you intend to start in order of importance, and the percentage of time that can be given to each venture. (*Ex; a. teen pregnancy and this program will consist of 50% of the overall program and will be headed by Stacey Watson with two volunteers one full-time and one part-time*).
6. Where will the program take place?
7. What are the names, addresses, and city and state the program will take place in.
8. If you have a web site please provide the address
9. What are or will be your organization's sources of financial support
10. Describe any now or future fundraising programs.
11. Names, Addresses, and Titles of Officers, Directors, Trustees, Etc. and any compensation that is paid to them.
12. Has any of your members been appointed by public officials
13. Are you controlled by another Organization
14. Are you financially accountable to any other organization
15. Will your organization's facilities or operations be managed by another organization or individual
16. How Long Has your Organization been in effect
17. What is your position with the Organization
18. How many Board members are related by blood or marriage?
19. Make the check Payable to BGi
20. THANK YOU FOR YOUR BUSINESS.

# Things needed to start a Grant

1. Copy of your 501(c)(3) or 1023 or determination letter.
2. Certified copy of your incorporation papers.
3. EIN Number
4. Mission Statement.
5. History of the Organization (should not exceed one page in length).
6. What is your agenda for the proposed funding (put it in a time line form).
7. How much funding are you asking for?
8. In what way will you being funded impact your community or the designated area?
9. List the programs you would like to start, improve, or expand.
10. What are your short and long term goals?
11. A copy of support letters, affiliations, and letters of intent.
12. You must be able to site the need you to address.
13. What is your plan to help or correct the need?
14. You will need to gather demographics for your area that apply to your grant and I will compile them into a quantitative format.
15. Project or Program scope:
  - a. Name of program- e.g.; Youth at Risk, Elderly Care.
  - b. Purpose- why are you interested in starting this program?
  - c. Goals/Objectives- what are your expected results?
  - d. Methodology- how are you going to do this?
  - e. Evaluation- how will you measure whether or not you're meeting your goals.
  - f. Outcome- what do you hope to achieve? What is your desired outcome?
16. Must turn in all paperwork including signed contract.
17. Resumes for all your key people; *all Officers and Directors*
18. All fees must be paid.

# Board Members and Officers:

*Choose your setup*

## **The Board**

Chairman of the Board- \_\_\_\_\_

Assistant Chairman- \_\_\_\_\_

Board Secretary- \_\_\_\_\_

## **Officers**

Executive Director- \_\_\_\_\_

Assistant Director- \_\_\_\_\_

Administrative Assistant- \_\_\_\_\_

Secretary- \_\_\_\_\_

Treasurer- \_\_\_\_\_

## **Officers**

President- \_\_\_\_\_

Vice- President- \_\_\_\_\_

Secretary- \_\_\_\_\_

Treasurer- \_\_\_\_\_

**Board:**

Chairman of the Board- \_\_\_\_\_

Asst. Chairman- \_\_\_\_\_

Board Secretary- \_\_\_\_\_

Treasurer- \_\_\_\_\_

24 hour Contact \_\_\_\_\_

Name, Address, including zip, and phone number for each person listed.

Name

Address

Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

This is your check off list of what is needed and required. Please Initial all lines and submit copies of requested items. **NO ORIGINALS**  
**THANK YOU**

## QUALIFICATION

- \_\_\_\_\_ 1. Do you have a 501(c)(3) or one pending? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If "YES", please provide a copy of the following:  
\_\_\_\_\_ **Attach a copy of your articles of incorporation and all License(s).**  
\_\_\_\_\_ Attach a copy of your Federal Employment Identification Number (EIN).  
\_\_\_\_\_ Attach a copy of by-laws.  
\_\_\_\_\_ Attach a copy of your 501(c)(3) letter of Determination or pending status from the IRS.
- \_\_\_\_\_ 2. Attach copies of supporting letters, (for example: from state, city, private, and/or public sectors).
- \_\_\_\_\_ 3. Project(s) or Program(s) scope of services, giving detailed descriptions of each project activities, not to exceed two pages.
- \_\_\_\_\_ 4. Breakdown of Expenses or In-Kind Contributions.
- \_\_\_\_\_ 5. Breakdown of Income.
- \_\_\_\_\_ 6. How much your organization will contribute to the project.
- \_\_\_\_\_ 7. Brief history of the organization
- \_\_\_\_\_ 8. Update resume of administrators, consultants, directors, and all other key people involved with the project; identifying the role of each, not to exceed two pages each.
- \_\_\_\_\_ 9. List of organization's Board of Directors, listing the addresses, telephone number, and business affiliation(name of firm/title) or company leadership role of each.
- \_\_\_\_\_ 10. Description of your location, if you do not have a location provide, provide the following information: (1.) Provide a copy of lease agreement or (2.) Provide a purchase agreement.

Please initial each line and  
Sign THANK YOU

## DISQUALIFICATIONS

1. \_\_\_ Not being recognized by the government as a legal Non-Profit or Faith-based entity.
2. \_\_\_ Not returning requested paperwork in a timely manner. **ALL PAPERWORK FOR THIS GRANT IS EXTREMELY TIME SENSITIVE.**
3. \_\_\_ Engaging in untruthful activities, Falsifying paperwork in any form or fashion, Turning in misleading grant information, entering into this agreement with plans to embezzle, or misappropriation of funds will be cause for immediate **TERMINATION** from said board and all ties to it severed. **There are no exceptions.**
4. \_\_\_ Falsifying reimbursement forms or creating false ones.
5. \_\_\_ Recreating sensitive documents for ones own personal gain.
6. \_\_\_ Recreating sensitive documents for others for personal gain.
7. \_\_\_ Starting, Engaging, being a part of, or using anything of this organization for illegal reasons. Immediate **TERMINATION.**
8. \_\_\_ Any form of **HARASSMENT.**
9. \_\_\_ Any form of **DISCRIMINATION.**
10. \_\_\_ **Any breach of the above will cause you to be disqualified followed by immediate TERMINATION. You will forfeit all rights to any present funds or future funding.**

Initial each line and Print and sign.

Name \_\_\_\_\_(PRINT)

Address \_\_\_\_\_

Signature \_\_\_\_\_

**SIGN HERE**

Date \_\_\_\_\_ Time \_\_\_\_\_.



## Intellectual Property

**Intellectual Property (IP)** are [legal property rights](#) over creations of the mind, both artistic and commercial, and the corresponding fields of law. Under intellectual property law, owners are granted certain [exclusive rights](#) to a variety of intangible assets, such as musical, literary, and artistic works; ideas, discoveries and inventions; and words, phrases, symbols, designs and proposals. Common types of intellectual property include [copyrights](#), [trademarks](#), [patents](#), [industrial design rights](#) and [trade secrets](#). The majority of [intellectual](#) property rights provide creators of original works economic incentive to develop and share ideas through a form of temporary [monopoly](#).

The Intellectual Property, hereinafter known as IP and Blessed Grants International, hereinafter known as BGI shall be considered as the following:

- a. A developed Grant Proposal
- b. A Completed Grant Proposal
- c. An Awarded Grant Proposal
- d. A Completed 501c3
- e. Any programs that are developed and not paid for
- f. All support documentation

\_\_\_\_\_  
SIGNATURE

Date \_\_\_\_\_ 20\_\_\_\_

**SIGN HERE**

All grants are prepared by us and sent to grantors by us, if you wish to have a grant written by us and you want to shop the grant yourself, that is our Opt Off program. We will prepare the grant according to your information and we are paid up front for all work, including the buy out. For more details speak with a grant coordinator.

**ALL GRANTS ARE THE PROPERTY OF BGI, UNLESS STRICKLY  
PURCHASED THROUGH THE OPT OUT PROGRAM**

\_\_\_\_\_  
SIGNATURE

Date \_\_\_\_\_ 20\_\_\_\_

**SIGN HERE**

# Exempt Organization Determination Process

Organization submits application form seeking tax exempt status to Covington, KY

Application is entered into the system and the user fee payment is processed. A notice is sent acknowledging receipt of the application.

Application is sent to the Exempt Organizations function in Cincinnati

Application is assigned to Determination Specialist to be screened

Specialist determines if application can be closed based on information received, requires minor information, or requires substantial development

Approve based on information received without contact

Assign application to Accelerated Processing Group to secure minor information

Assign application to Technical Group for substantial development

Specialist contacts applicant and develops the case

Information received

Applications are primarily closed in the following ways:  
1. Exemption is Approved  
2. Failure To Establish (FTE)/Withdrawal  
3. Proposed Denial

Exemption is Approved

FTE/Withdrawal

Proposed Denial

Applicant fails to respond to requests for information or they submit a request to withdraw application

Applicant fails to meet exemption requirements

A proposed denial of exemption letter is issued to Applicant

Approval letter is prepared & mailed to applicant

Case is closed and tax exemption is not granted

Applicant may appeal the proposed denial

# ORGANIZATIONAL CAPACITY QUESTIONNAIRE

1. Type of organization:

- |  |   |
|--|---|
| <input type="checkbox"/> State government            | <input type="checkbox"/> Public college or university             |
| <input type="checkbox"/> Local government            | <input type="checkbox"/> Private, nonprofit college or university |
| <input type="checkbox"/> Special district            | <input type="checkbox"/> Nonprofit organization                   |
| <input type="checkbox"/> Indian tribe                | <input type="checkbox"/> Private, profit-making organization      |
| <input type="checkbox"/> Independent school district | <input type="checkbox"/> Other (Specify): _____                   |

2. How many programs does your organization support?

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> 5 or fewer | <input type="checkbox"/> 16 to 50  |
| <input type="checkbox"/> 6 to 10    | <input type="checkbox"/> 51 to 100 |
| <input type="checkbox"/> 11 to 15   | <input type="checkbox"/> Over 100  |

3. How many employees does your organization have?

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> 3 or fewer | <input type="checkbox"/> 15 to 50  |
| <input type="checkbox"/> 4 to 5     | <input type="checkbox"/> 51 to 100 |
| <input type="checkbox"/> 6 to 14    | <input type="checkbox"/> Over 100  |

4. What is your annual budget?

- |   |   |
|---|---|
| <input type="checkbox"/> Less than \$150,000    | <input type="checkbox"/> \$500,000 to \$999,999     |
| <input type="checkbox"/> \$150,000 to \$299,999 | <input type="checkbox"/> \$1,000,000 to \$4,999,999 |
| <input type="checkbox"/> \$300,000 to \$499,999 | <input type="checkbox"/> \$5,000,000 or more        |

5. What percentage of the organization's total budget is currently comprised of grant funds?

- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Less than 5% | <input type="checkbox"/> 21% to 35% |
| <input type="checkbox"/> 5% to 10%    | <input type="checkbox"/> 36% to 50% |
| <input type="checkbox"/> 11% to 20%   | <input type="checkbox"/> Over 50%   |

6. What percentage of the organization's total budget would you like to be comprised of grant funds?

- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Less than 5% | <input type="checkbox"/> 21% to 35% |
| <input type="checkbox"/> 5% to 10%    | <input type="checkbox"/> 36% to 50% |
| <input type="checkbox"/> 11% to 20%   | <input type="checkbox"/> Over 50%   |

7. How many grants do you develop/write/submit in a single year?

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> 5 or fewer | <input type="checkbox"/> 16 to 50  |
| <input type="checkbox"/> 6 to 10    | <input type="checkbox"/> 51 to 100 |
| <input type="checkbox"/> 11 to 15   | <input type="checkbox"/> Over 100  |

8. How many grants would you like to develop/write/submit in a single year?  
 5 or fewer       16 to 50  
 6 to 10       51 to 100  
 11 to 15       Over 100

9. Is your organization primarily seeking grants for unrestricted operating expenses or grants to develop and/or support projects?  
 Operating grants       Project grants       Both

10. Approximately how many grants will be foundation or corporate grants?  
 5 or fewer       16 to 25  
 6 to 10       26 to 50  
 11 to 15       Over 50

11. Approximately how many grants will be state or local government grants?  
 5 or fewer       16 to 25  
 6 to 10       26 to 50  
 11 to 15       Over 50

12. Approximately how many grants will be federal government grants?  
 5 or fewer       16 to 25  
 6 to 10       26 to 50  
 11 to 15       Over 50

13. Will grant writing be a responsibility shared by many employees or only a select few?  
 Many       Few      How many? \_\_\_\_\_

14. If several employees will share the duty of writing grants, which department or employee will be responsible for coordinating these activities, including compliance issues?  
\_\_\_\_\_  
\_\_\_\_\_

15. If only one employee will possess the duty of writing grants, which department or employee will be responsible for coordinating these activities, including compliance issues?  
\_\_\_\_\_  
\_\_\_\_\_

16. Does the volume of grant proposals currently being generated or anticipated require the hiring of one or more staff dedicated to the organization's grants?  
 Yes       No      If yes, how many? \_\_\_\_\_

17. If a dedicated staff person(s) for grants is hired, will this individual be solely responsible for developing and writing all of the organization's grant proposals, that is, will this person serve as the organization's grant writer?  
 Yes       No



## Timeline for Grant Application

**Activity**

**Person Responsible**

**Deadline Date**

<b>Activity</b>	<b>Person Responsible</b>	<b>Deadline Date</b>