Master Grant Template - Quick Access Guide

The Wyoming Grants Management Office designed the *Master Grant Template - Quick Access Guide* to serve as a centralized, easy-to-navigate reference document for developing and maintaining the narrative content most commonly required in grant applications. It helps organizations capture, organize, and regularly update their strongest and most current grant narratives and information, either directly within the tool or by referencing where existing information is stored.

How to Use the Tool

- **Step 1:** Review this tool to familiarize yourself with the information that will be recorded in each table.
- **Step 2:** For each "Narrative Content" row, use this space to:
  - Provide a link or brief description of where the information can be found (e.g., website, internal records, prior reports); or
  - Draft the narrative content directly in this guide, if it is not already documented elsewhere.
- **Step 3:** As information is added to this Quick Access Guide, enter a date in the "Last Updated" column to track when content was last updated, either in this document or in the external resource where it is maintained.
- **Step 4:** Enter file information and links for all previous grant applications in the "Grant Application Files" table. This provides an easy way to reference content from existing and past grant applications.
- **Step 5:** Maintain this guide, updating it as grant applications are completed and new information is developed or narratives are refined.

Note: While this *Master Grant Template - Quick Access Guide* includes sections typical of most grant applications, some funding opportunities may require additional or supplemental information. **Organizations are encouraged to refine and adapt this template to align with the narrative requirements they most commonly encounter.** If there are recurring narrative sections not currently reflected here, consider adding additional rows so the template better supports future applications. Likewise, if certain sections are not relevant to your funding landscape or are rarely required, you may remove rows to tailor this resource to your grant application development needs. As an example, non-profits may add rows to capture additional information such as their organization's history, accomplishments, Board of Directors, and volunteer engagement.

Organizational Credentials

Narrative Content	Description or Link/Location	Last Updated
Employer Identification Number (EIN)		
Unique Entity Identifier (UEI)		
System for Award Management (SAM.gov) registration status and expiration date		

Core Organization Information

Narrative Content	Description or Link/Location	Last Updated
What is our organization's mission statement?		
How do we typically describe our organization?		
What are our core programs and services?		
What populations do we serve?		
What geographic areas do we serve?		

	What are our organization's strategic priorities, in the short- and long-term?		
	Who are our key organization leaders and staff?		

Program or Project-Specific Information

Narrative Content	Description or Link/Location	Last Updated
How do we typically describe this program or project?		
How do we justify the need for this program or project?		
What specific activities will be implemented?		
What outcomes are we aiming to achieve?		
What process will we use to evaluate if the program or project is successful?		
What barriers or risks could affect the project and how will we mitigate those?		
What is the program or project budget?		

	How will the program or project be financially sustained?		
	Who are the key staff members supporting this program or project?		

Organization's Grant Readiness

	Narrative Content	Description or Link/Location	Last Updated
	What previous grants have we been awarded?		
	How many active grants or funding sources does our organization currently manage?		
	Do we have internal controls in place to track grant deadlines, budgets, and compliance requirements? If so, what are they?		
	Do we have written policies and procedures for financial management, procurement, monitoring, and other grant management requirements? If so, where are they stored?		

Partnerships and Stakeholders

Narrative Content	Description or Link/Location	Last Updated
Who are the 1) partners, 2) collaborators, and 3) stakeholders involved in this program or project, and what roles do they play?		
How do we engage with the community?		
What testimonies or stories have participants shared?		

Grant Application Files

In the table below, provide file information and links for all previous grant applications.

File Name	Grant Title	File/Location
