Fund Your Purpose

Are you an academic innovator, edu-preneur, or safe space builder? Use our template to clarify mission and develop practical strategies for sustainable revenue streams.

A “Grant-a-Day” keeps the debt away.

This template is for **educational and informational purposes only**. It is not intended as legal, financial, or professional grant writing advice. Use of this document does not guarantee funding, nor does it establish a professional or client relationship. All grant applications should be tailored to your organization's specific context, and you are responsible for verifying the accuracy and completeness of all information submitted to funding bodies.

✅ Step-by-Step Instructions

Step 1: Gather Your Key Documents

Use the “Document/File Directory” section as a checklist to collect the essentials, such as your IRS Determination Letter, budget, mission statement, and logo.

Step 2: Fill in the Template Sections

✔ Start with the easy wins: org name/ contact info.

✔ Do not need all the social media links-we suggest LinkedIn and one more.

✔ Then build your narrative: mission, vision, outcomes.

✔ Save the financials and KPIs for last, if needed.

Step 3: Keep It Updated & Grant-Ready

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Update this template every quarter or after major milestones (events, leadership changes, budget revisions).

Save it as a **“Grant Toolkit” folder** for easy access when opportunities arise.

“Want help or community feedback? Join the Network!” https://georgiablackhomeeducators.mn.co

Case for Support

Problem: What problem are you solving?

Solution: What is your solution?

Questions to Ask Yourself

Why is it urgent?

Who is affected?

Why are you uniquely positioned?

What outcomes will occur?

Why should someone invest now?

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Document/ File Directory:

	UPLOAD CHECKLIST- Create a folder with this document and the following documents HINT: Let's prioritize. Complete items in **BOLD** first. Everything else is optional.	
	IRS Determination Letter (get a copy) **(nonprofit)**	**Business License**
	Bylaws (nonprofit) (sample template)	Press Releases
	Articles of Incorporation/ Secretary of State Letter (available at ecorp.sos.ga.gov	Equity Statement
	Logos	
	Statement of Faith	Impact Report
	Implementation Plan	Sustainability Plan
	Theory of Change [More info] [Example 1] [Example 2]	Whistleblowers Policy
	Logic Model Template [More info]	Sponsorship Pitch
	Safety Policy	

Section 1: Frequently Requested Information

Complete items in **BOLD** first. Everything else is optional.

Legal Name	
Address	
Phone Number	
EIN	
IRS Status	
Effective Date (IRS Determination Letter)	
Secretary of State Incorporation Date	
DUNS or UEI #	
SAM.gov status	
General Email of Organization	
General Phone Number of Organization	

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Contact Person	
Contact Email	
Contact Phone	
Primary Logo	

Section 2: Social Media & Public Profiles

Tip: Claim your social name even if you are bot going to use it. Also, use the same handle name for all platforms.

Website	Link	Free websites are available via Canva, Wix , Base44, Lovable
Guidestar/ Candid Profile	Link	Use ny nonprofits to show financial transparency. Available at guidestar.org.
Private Network	Link	Skool, Mighty Networks, Hivebrite,Kajabi,
LinkedIn	Link	
Facebook Page	Link	
Facebook Group	Link	
Instagram	Link	
YouTube	Link	
X/Twitter	Link	
Linktree	Link	More info at https://linktr.ee/
TikTok	Link	
Newsletter Signup	Link	
Brand Kit	Link	https://www.canva.com/learn/how-to-build-a-brand-kit/

Section 3: Organization's Identity

Mission	
Vision	
Organization	
Core Values	
What is your service or product? or Minimum Viable Product (MVP)	A non-profit service or product is an offering created to fulfill a social, educational, or charitable mission rather than to generate financial gain for owners or shareholders. Minimum Viable Product (Business & Tech)Definition: A basic version of a new product that has just enough core features to be released to early users.

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Target Audience	More info at.adobe.com/express/learn/blog/target-audience
Affiliations	
Highlights/ Successes (testimonials)	

Section 4: Organizational Narrative

Boilerplate (1-paragraph summary)	A 2–3 sentence summary of who you are, who you serve, and your mission. Boilerplate Formula: [Company Name] is a [type of business] that [core offering/action] for [target audience] by [how you solve their problem]. Founded in [Year] and based in [Location], [Company Name] [credibility metric, award, or key differentiator].
Organizational History	Add link if on website
Letter of Inquiry (LOI) (samples)	
Elevator Pitch Worksheet	View examples.
Cover letter (samples)	

Section 5: Branding

Founder (Professional Photo)	Link
Founder (Bio)	
Logo Variation	Vertical, Horizontal, B&W
Catch Phrase (5 words at most)	
Media Brand Kit	Basic

Section 6: Financial Snapshot

Tax Forms	990, 1040, 1120, 1120-S, Schedule K ?
Organization's Budget	
Company's Budget	
Audit	
Balance Sheet	
Profit/ Loss Statement	
Budget (samples)	Link

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Section 7: Leadership Profiles

Profiles	Role/ Role Description	Name	Affiliations	Bio	Contact Info (Email/ Phone/ LinkedIn)
Executive Director					
Board of Directors					
Chair/ CEO					
Vice Chair/ COO					
Treasurer/ CFO					
Secretary/ Communications					
Membre-at-Large					
Emeritus					

Link to Organization Chart

Team / Staff	Role	Name	Qualifications (Certifications)	Bio	Contact Info (Email/ Phone)

Section 8: Outcomes & Impact Table (KPI- Key Performance Indicators)

Program Name	Goal/ Output	Outcome/ Impact	Evidence
Example: STEAM Camp	50 students served	Increase STEM engagement	Pre/ Post assessment

Note sample: Data Collection Method examples: Surveys, Attendance, Interviews, Assessments, Observation, Testimonials

Section 9: Event Statistics

Event Name	Purpose	Budget	Revenue	Total Served	Students by Grade and/or Age Range	Partners Org.

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Section 10: Press & Media Mentions

Press Releases	Media Features	Awards & Recognitions

Section 11: Draft Response Library

💬 *Want top 10 grant questions with answer templates?* 🎯 *Get the full Response Library in the premium toolkit!*	

Section 12: Potential Partners or Contract Providers

Partner Organization	Contact Person	Program Focus or Mission

Section 13: Stakeholder Testimonials

From a Student	
From Our Families	
From Our Partners	
From Grantors or Sponsors	
From YouTube/Media	
Google Reviews	Link
Amazon Reviews	Link

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🎯 **Keep Going — Join the Club!** https://georgiablackhomeeducators.mn.co
You've started your grant prep. Now stay consistent with the **A Grant-a-Day Keeps the Debt Away Club**:

✔ Monthly funding updates
✔ Sample responses + plug-and-play templates
✔ Coaching and community feedback

💡 Get the confidence to apply *every week* — and build revenue, not debt.

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