

A Grant-a-Day Template

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. Hint, you 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

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)” <https://georgiablackhomeeducators.mn.co>

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Document/ File Directory:

IRS Determination Letter	Logos
Bylaws	Press Releases
Articles of Incorporation/ Secretary of State Letter	Equity Statement or DEI Statement
Statement of Faith	Impact Report
Implementation Plan	Sustainability Plan
Theory of Change [Download Theory of Change Formula]	Whistleblowers Policy
Logic Model Template [Download Sample Logic Model]	Sponsorship Pitch Deck
Crisis Plan	
Safety Policy	

Section 1: Frequently Requested Information

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	
Contact Person	
Contact Email	
Contact Phone	
Primary Logo	

Section 2: Social Media & Public Profiles

Website	Link	Follower Count
Guidestar Profile	Link	
Private Network	Link	
LinkedIn	Link	

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Facebook Page	Link	
Facebook Group	Link	
Instagram	Link	
YouTube	Link	
X/Twitter	Link	
Linktree	Link	
TikTok	Link	
Newsletter Signup	Link	
Brand Kit	Link	

Section 3: Organization's Identity

Mission	
Vision	
Core Values	
Organization Type	Microschool, Private School, Cooperative, Hybrid School?
What is your service or product? or Minimum Viable Product (MVP)	
Target Audience	
Affiliations	
Highlights/ Successes	

Section 4: Organizational Narrative

Boilerplate (1-paragraph summary)	A 2–3 sentence summary of who you are, who you serve, and your mission.
Organizational History	Link
Letter of Inquiry (LOI) Template	Link
Elevator Pitch 2 minutes (250 words)	

Section 5: Branding

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

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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	
	Link
	Link

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 Officer					
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	Impact	Budget	Link



Section 9: Event Statistics

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

Section 10: Press & Media Mentions

Press Releases	Media Features	Awards & Recognitions

Section 11: Draft Response Library

 <i>Want top 10 grant questions with answer templates?</i>	
 <i>Get the full Response Library in the premium toolkit!</i>	

Section 12: Potential Partners or Contract Providers

Partner Organization	Contact Person	Program Focus or Mission

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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

 **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 opportunities
- ✓ 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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