

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

Document/ File Directory:

UPLOAD CHECKLIST- Create a folder with this document and the following documents HINT: Let’s prioritize. Complete items in BOLD first.	
IRS Determination Letter	
Bylaws (nonprofit)	Press Releases
Articles of Incorporation/ Secretary of State Letter	Equity Statement or DEI Statement
Logos	
Statement of Faith	Impact Report
Implementation Plan	Sustainability Plan
Theory of Change [More info]	Whistleblowers Policy
Logic Model Template [More info]	Sponsorship Pitch Deck
Crisis Plan	
Safety Policy	

Section 1: Frequently Requested Information

Legal Name	H.O.P.E. Ministries, Inc.
Address	1430 Bouldercrest Rd. Atlanta, GA 30316
Phone Number	404-244-9435
EIN	58-2013559
IRS Status	501(c)3
Effective Date (IRS Determination Letter)	March 1993
Secretary of State Incorporation Date	7/24/1992
DUNS or UEI #	
SAM.gov status	

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General Email of Organization	Info@hopeministriesinc.us
General Phone Number of Organization	404-244-9435
Contact Person	Diedre Kedar
Contact Email	Diedre.Kedar@hopeministriesinc.us
Contact Phone	404-244-9435
Primary Logo	

Section 2: Social Media & Public Profiles

Website	Link	www.hopeministriesinc.us
Guidestar Profile	Link	
Private Network	Link	
LinkedIn	Link	
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	Our mission is twofold: 1) reconcile people to God and 2) train people to become morally and academically strong.
Vision	We desire to educate, disciple, and develop young leaders locally to prepare them to serve globally.
Organization Type	Microschool, Private School, Cooperative, Hybrid School? Homeschool
Core Values	
What is your service or product? or Minimum Viable Product (MVP)	
Target Audience	
Affiliations	

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Highlights/ Successes (testimonials)	
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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	Add link if on website
Letter of Inquiry (LOI) (samples)	
Elevator Pitch Worksheet (PDF)	
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

Section 7: Leadership Profiles

Profiles	Role/ Role Description	Name	Affiliations	Bio	Contact Info (Email/ Phone/ LinkedIn)
Executive Director					
Board of Directors					
Chair/ CEO					

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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	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


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 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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