**Non-Profit Grant Questionnaire**

This Questionnaire is used to assist non-profit organizations with annual operation budgets of $300k and up.

1. Does your organization have an operating budget of $300k and up?

Yes\_\_\_\_\_ or No \_\_\_\_\_\_

1. Are your organization able to commit to our services without it being a financial strain or hardship?
2. We do not work on contingency, commission, or deferred payment. According to the American Grant Writers Association this is prohibited. Grant makers typically do not allow fundraising expenses to be included including the payment of a grant writer to be a line item on a budget. There are many factors that contribute to a grant makers decision to award a grant or not, including an organization’s history of carrying out successful programs. A well written grant proposal is only one of many factors. For these reasons, we do not write grant proposals on contingency, commission, or deferred payment. Initial payment must be received before regardless if a grant is awarded.

**Organization Information**

Name of Organization:

Contact Name/Ex. Director:

Email:

Phone:

Organization Website:

EIN:

Duns Number:

SAM’s Registration Log in Information

When date did your organization become a 501c3 entity?

Gross Revenue of Organization/Last Year’s Operating Revenue

Number of employees

What is your nonprofit’s mission?

What type of services/programs do you provide?

**Grant Application Eligibility**

We require all grant writing clients be registered with the IRS as a 501(c)(3) non-profit or other non-profit entity as appropriate for the type of organization. If your non-profit is located in a state that requires a state charitable organization registration, we require that be completed and active before we begin working.

Exceptions to this include applicants working for a government or tribal entity, artists, school districts, and academic researchers working for universities or institutions of higher education.

1. What type of grant applicant are you? Please select

501(c)(3)\_\_\_\_\_, Other Type of Non-Profit i.e.) 501(c)(3)\_\_\_\_\_, Government Entity or Tribal Organization \_\_\_\_\_, Institute of Higher Education \_\_\_\_\_, School or School District\_\_\_\_\_, Individual (Academic Researcher or Artist)\_\_\_\_\_

1. What is your organization’s legally registered name?
2. If your organization is a non-profit does your organization have both 501(c)(3) status with the IRS and registration with the state as a charitable organization that can solicit funds? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_
3. What is the state that your non-profit organization is registered as a 501(c)(3)

**Goals**

1. Where are you currently experiencing challenges? Please select

Finding and evaluating grant opportunities \_\_\_\_\_\_

Getting my organization grant ready\_\_\_\_\_\_

Writing Grants\_\_\_\_\_\_

Revising Grants\_\_\_\_\_\_

1. Please share some details with us on the challenges you are experiencing, what you’re seeking funding for, and why you would like some help with grants.
2. Do you have a specific grant opportunity that you want us to help you apply for?

\_\_\_\_\_Yes \_\_\_\_\_ No

1. Has your organization ever applied for grants before? \_\_\_\_\_Yes \_\_\_\_\_ No
2. Has your organization ever been awarded a grant? \_\_\_\_\_Yes \_\_\_\_\_ No
3. If you have applied for grants in the past, please list 3-5 of the most recent grant applications you have submitted. If you have not, please write N/A
4. If you have been awarded grants in the past, please list 3-5 of the most recent grant awards. If you have not, please write N/A.
5. Have you ever hired someone to help you with grant writing or searches before?

 \_\_\_\_\_Yes \_\_\_\_\_ No

1. What will you like to accomplish by working together?
2. When is your ideal start date to begin working together?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_