Dear Subscriber,

On behalf of our staff and consulting team, it is my sincere pleasure to welcome you to Urban Awareness USA, one of the finest nonprofit organizations of its kind in the nation.

On the pages that follow, you will find two lists to help determine if your organization is ready to receive grant funding. These resources have been compiled by Dr. Linda Gray and our team here at Urban Awareness USA.

I hope you find these resources helpful.

If you need additional assistance, tools, research or resources to help you fund your organization, please gives us a call, toll free, (866) 975-8722 or visit our website www.UrbanAwarenessUSA.org.

You can also contact me directly via email at tracyjbrown@urbanawarenessusa.org.

Thank you,

-Tracy

Tracy J. Brown, CEO
Urban Awareness USA
It doesn’t matter which type of grant application or proposal your organization is seeking to support your mission. You need to have several basic core elements in place before you will be taken seriously by most funding opportunities.

**Here are some basic elements you should have in place:**

- **Needs Statement** - What is the need? Have you gathered the facts through empirical data? (i.e. census data, government statistics, etc.).
- **Goals and Objectives** – What is the long term vision and what services are needed to fulfill the goals?
- **Plan of Implementation** - How are you going to manage and implement your services? What is your time table to deliver the required services?
- **Key Personnel/Staff** - What staff time/qualifications are needed to implement your services? Paid staff or volunteers?
- **Commitment and Capacity** - What are you bringing to the table? (space, volunteer time, etc.) Are you committed?
- **Evaluation/Sustainability Plan** - What is your plan to evaluate your success? What about surveys, testimonies, and follow up plans?
- **Project Budget** - What is the cost and budget line items required to deliver your services and successfully complete the project?
In addition to the having good answers for the checklist questions, we suggest that your organization spend some time pulling together additional documents and information about the organization and its accomplishments in preparation for proposal submissions.

**Here are some additional documents to gather:**

- Brochures
- Copies of the IRS Tax Exemption Letter
- Listing of the board of directors and their professional affiliations
- Current Financial Statements, 990 and audit
- Newsletters
- Current Strategic Plan
- Articles of Incorporation and By-laws
- Current Organizational Budget
- Resumes for current key staff
- Annual Report
- Publicity received by the organization

Having these documents in one place will make the grant submission process less stressful.

We hope you find this information helpful!

To Your Success,

- **Linda**

Dr. Linda Gray, DCL
*Nonprofit Consultant*
*Urban Awareness USA*