



# Grant Application Prep Guide

This guide is designed to walk small businesses through the core components of a strong grant application. Each section below represents an essential part of your proposal. Use this document as a reference or starting point.

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## 1. Understanding Your Fit

Before you begin writing, confirm that your business is eligible for the grant. Review the grant's criteria, mission, and required documentation. Ensure your project aligns with the funder's values and priorities.

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## 2. Cover Letter Sample

**Dear [Grant Committee/Funder Name],**

**I am writing to express my organization's interest in applying for the [Grant Name]. Our business, [Business Name], serves [target population or community] and is committed to [your mission or key goals].**

**We believe our project, [Project Title], strongly aligns with your funding objectives. We are requesting [\$Amount] to support [brief summary of use of funds].**

**Thank you for considering our request. We welcome the opportunity to further discuss our proposal.**

**Sincerely,  
[Your Name and Title]**

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## 3. Statement of Need

Describe the problem your business is solving and why it matters. Include relevant statistics, local or industry-specific data, and a clear explanation of why funding is essential. Make the need personal, urgent, and aligned with your mission.

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## 4. Project Goals & Measurable Outcomes

List your project's objectives and define how you will measure success. Include timelines and KPIs (key performance indicators).

*Examples:*

- Hire 3 new staff within 90 days
  - Serve 100 new clients in Year 1
  - Increase monthly revenue by 25%
  - Launch new product or service by Q3
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## 5. Budget Summary

Provide a line-item budget that shows exactly how grant funds will be used. Include both direct and indirect costs. Below is a simple format to follow:

*Example Budget Table:*

Category	Amount	Description
Staffing	\$15,000	Part-time project manager
Equipment	\$5,000	Mobile tools + software
Marketing	\$3,000	Social media and flyers
Total	\$23,000	

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## 6. Project Timeline

Create a timeline from award to completion. Break it into phases or key milestones.

*Example Timeline Format:*

- Week 1-2: Onboard staff, finalize vendor contracts
  - Week 3-6: Begin service delivery + marketing rollout
  - Week 7-12: Collect data and client feedback
  - Quarter 2: Submit progress report
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## 7. Final Submission Checklist

*Use this checklist before submitting your final grant package:*

- ☐ Double-check that all forms and attachments are included
- ☐ Ensure all required signatures and dates are complete
- ☐ Save a full copy of your final application
- ☐ Submit before the deadline with confirmation
- ☐ Follow up with funder if confirmation is not received

## Documents Checklist

### Business Structure Documents

- ☐ Employer identification Number (EIN) confirmation letter
- ☐ Articles of incorporation or organization
- ☐ Operating agreement or partnership agreement

### Grant or Loan Specifics

- ☐ Use of Funds Statement
- ☐ Business plan or executive summary
- ☐ Application deadline and
- ☐ Requirements Checklist

### Financial Statements

- ☐ Profit & Loss Statement [P&L] (last 2 years)
- ☐ Balance sheet (last 2 years)
- ☐ Business bank statements (last 6-12 months)

### Compliance Documents

- ☐ Personal & business tax returns (last 3-4 years)
- ☐ Proof of insurance (e.g. general liability, workers, comp)
- ☐ Business licenses and applicable permits

## Application Tracker

Date Submitted	Funding Agency	Contact/Notes	Status