GRANT APPLICATION- WHAT YOU NEED TO KNOW
Please be prepared with this information

APPLICATION CONTACT, AND ELIGIBLITY INFORMATION
1   Applicant contact information including: name, email and phone number
2   Project title and $ amount of funding request
Be able to Identify your organization's structure as: 501c3, fiscally sponsored group, or
3   something else
4   Know your organization's EIN#
5   A thorough understanding of the eligibility guidelines in the application instructions.
If your organization doesn't meet those standards, read about NCO's fiscal sponsorship
6   and/or have a plan to become eligible

PROJECT DESCRIPTION AND IMPACT
8   Project Title
Be able to describe your project in a few sentences, with clear examples of your
9   activities.
10   Know how many people you expect to reach,
Identify the vulnerable population(s) you are serving. Be specific, don't just say
11   "everyone".
12   Be specific about where your project will happen
13   Be able to list organizations you're partnering with, and explain their roles.
Explain how the community, and the vulnerable population you're serving, are involved
14   in your project
Read through the description of tiers of outcomes in the application, understand what
15   tiers your project activities fall into.
If the project will continue past Dec. 2020, be specific how the project will carry
16   forward.

ORGANIZATIONAL CAPACITY
Briefly describe your organization's mission, give examples of the work you do, and
17   your work with vulnerable populations.
18   Share if your organization has disaster preparedness or response experience
Know your organization's approximate annual budget, or if you don't have one, explain
19   why
20   Know how many people your organization serves in an average year
PROJECT MANAGEMENT AND REPORTING
21   Know if your organization can track the number of people you reach with this grant
22   Know if there might be challenges with tracking, and how you'll respond
Read instructions to understand grant funding through reimbursement, and if your
23   organization can manage the reimbursement process
Know if there might be challenges with reimbursement, if you need help, and how
24   you'll respond

PROJECT STAFF, BUDGET, AND TIMELINE
25   Know who the project lead is, and have their contact information available

26   If there are other staff involved, have their names and describe their roles
27   Have a document of the project lead's resume.
     Follow the instructions, and sample to create your timeline spreadsheet. Have it
28   finished and ready to attach.
     Follow the instructions, and sample to create your budget spreadsheet. Have it finished
29   and ready to attach.