



“THE TABLE”:

WHAT YOU SHOULD HAVE ON HAND, READY FOR GRANT SUBMISSIONS

FROM NYS UCS GRANTWRITING TRAINING PRESENTED BY
GEORGE ZOCKLEIN OF ZOCKLEIN & ASSOCIATES

Mission Statement

501(c)3 letter from the IRS

List of Board Members

Copy of Most Recent Audit

List of Project Advisory Council Members, if applicable

Demographics of Target Populations

Map of Target Area

Resumes of Current and Proposed Staff

Job Descriptions

Sample Budgets

Sample Budget Narratives

Letters of Support

History of Organization

Minutes of Board Meetings and Attendance

Diversity Statement

Future Funding Statement

Evaluation Statement

Linkage Statement (community partners available to assist with project)

Board Resolution Letter (the board’s granting permission to undertake this project)

Mission Relationship Statement (how the project fits into the agency overall mission)

Capability Statement (your organization’s ability to carry out the project)