Pre-Research Questionnaire

Please fill out these questions to better prepare for a productive grant researching process. If you find that it is hard to answer many of these questions you may not be ready to start researching just yet. If you are able to fill out most of these answers, you will find it easier to locate prospects who match your current profile and needs.

Official Organization Name:

Tax ID#:

Date of Incorporation:

Mission Statement:

Website:

Contact Name & Phone:

What counties does your organization serve?

1. Is the organization you represent a nonprofit? Yes   No

1a. Is your organization a United Way Affiliate/United Fund Organization?

2. If applicable, what specific type of funds are you hoping to locate – list all that apply? (programming funds, general operating funds, capital campaign, etc.)

3. What is the annual operating budget of your organization and/or program if applicable?

4. How many full-time employees work at your organization? Part-time employees?

5. Are you seeking specific project/program funding? Describe need. Also, what are the dollar amounts associated with each need and when do you need the dollars in-hand? (For example… we need $2,500 to pay for our annual audit so we can qualify for more funds and we need that in-hand by Feb. [insert date], or we need $50,000 to repair our roof, or we need $3,750 to purchase 20 new steel kennels with locks, etc.)

6. What type of work does your organization do/what service(s) to they provide?

7. Where does your organization currently get most of its' financial support [please list funding streams and the percentage of your operating/program budget they represent. ex: grants 40% of our operating budget, individuals 25%, churches 5%, special events 15%, corporations 10%, investments 5%] *total percentage should equal 100%?

8. List actual grants you have received as well as grants you have submitted but not received for the last 1-3 year.

8. Does your organization serve a specific area (county, city, region, etc.) or population (youth, elderly, homeless, etc.) Yes   No

If you answered Yes to Question #8 list those details and list the county where your organization is physically located, as well as all of those it serves.

9. List the closest 2-3 Nonprofit Organizations that provide similar programs/services to your organization (list official name and city/state if you know it).