



About Your Organization

Putting together a winning grant application takes time, attention, and energy. When guidance is announced, you want to spend the majority of your time crafting a proposal that meets grant requirements, not pulling together documentation or registering your organization. The following is a list of actions, sections, or documents required for most federal and nationally competed grants. MoCAP suggests working on these things ahead of time and saving them in an accessible location.

Grants.gov Registration

Confirm [grants.gov](https://www.grants.gov) registration. Almost all federal grants are submitted through the grants.gov website. The registration process can be started at any time and can take three days to four weeks. A tutorial on the grants.gov process is available on the [MoCAP website](#). Private funders have their own requirements for submitting applications, so be sure to check their website and funding opportunity announcements for instructions.

Organizational Services, Programs, and Partners

Maintain a descriptive list of all services and programs provided by your organization, as well as key partnerships involved, and their role(s). Include up-to-date demographics and client data (e.g., numbers served, racial/ethnic and age break-downs), program outcomes, and statements of impact on community need. You should also include an estimated cost per unit of service. Maintain a list of any previously funded projects and outcomes to highlight previous experience.

Data Management and Evaluation

Develop a brief description of any current data management systems your organization uses. Describe how data is entered, managed, and reported in the system. Clearly detail what data is collected for your organization's services and programs.

Community Need

Articulate the need for any proposed intervention activities. You must show that a problem exists and how your proposed response will meet that need. This could include: lack of accessible services available, lack of service utilization by a specific sub-population, or disease or risk factor rates. Define the number and characteristics of the target population your program will reach and why they are different from the broader population. Use local statistics and numbers to justify the program intervention.

Names and Bios of Key Staff

Create brief profiles of your organization's senior leadership including Executive Director/CEO, area leadership and, if already identified, staff who will work directly with the programmatic effort being described in your grant application. If staff has not been identified, describe recruiting methods. You should document your organization's ability to undertake and successfully execute project goals.

Organizational Chart

Create an organizational chart. The level of detail required in this chart will vary by grant application but, in short, the funder is trying to understand the basic decision-making structure of your organization. Titles are more important than names, given that staff could change over the duration of the grant. Make sure the chart is kept up-to-date and includes boxes for the board of directors and other volunteers who influence organizational direction.

Board of Directors

Keep an up-to-date list of your board of directors, including the primary work affiliation of each member.

Financial Accounting Practices

Develop a description of your organization's financial accounting practices. Before awarding a grant to your organization, the funder will need to be confident in your ability to manage the size grant that you are requesting. Applications may ask you to answer at least some of the following questions: Do you have written accounting procedures? Who manages the finances for your organization (i.e., in-house vs. accounting firm), and what are their qualifications? Does your accounting system allow you to keep award funds in a separate account and separately track grant-related expenditures? Have you managed a federal grant in the past? If you are currently unable to answer these questions, you will want to create a plan to address grant management issues prior to submission.