

## Supplementary Materials

No funding proposal is complete without the supplementary materials specified in the RFP. In this section we will identify the typical materials you may be asked to provide. A sample list is found below:

- Certificate of Incorporation and By-Laws
- IRS 501(c)(3) determination letter
- If not a 501 (c)(3), may need verification it is a taxing body
- List of officers and board of directors
- Staff biographies and key staff resumes
- Organization operating budget
- Last year's audited financial statement
- List of other current funding sources and uses
- Last year's Annual Report, if available
- Support letters

Read the RFP carefully to be sure that you are including everything that has been requested. If you are not familiar with one or more of these documents, consult one of the following glossaries for assistance:

About.com: Nonprofit Charitable Organizations

<http://nonprofit.about.com/library/glossary/blglossarygnp.htm>

Nonprofit Good Practice Guide: <http://www.npgoodpractice.org>

The Minnesota Council of Foundations Web site offers the following explanation about supplementary materials:

- **A copy of your IRS letter declaring your organization tax exempt.** *If your group is not tax exempt, you may need to apply through a fiscal agent, or fiscal sponsor. In that case, send a copy of your fiscal agent's IRS letter.*
- **A list of your board of directors and their affiliations,** such as "CPA," "marketing director, Acme Widget" or "parent volunteer."
- **A financial statement from your last complete fiscal year,** including a statement of income and expenses and a balance sheet showing assets and liabilities at the end of the year. *Some funders ask for an audited statement. If you are too small to be audited, call to ask whether an audited statement is mandatory or just preferred.*
- **A budget for your current fiscal year.** *If you are well along in the fiscal year, also show actual year-to-date income and expenses next to the budget projections.*
- **A budget for the next fiscal year** *if you are within three or four months of the new year.*

Grantmakers may ask for other materials, such as a copy of your most recent IRS Form 990. If you don't understand what a funder is requesting from you, ask.

--Minnesota Council on Foundations, <http://www.mcf.org/mcf/grant/writing.htm#Supplementary>

**Final Proposal Package: Best Practices**

Putting the final version of the proposal together requires continued attention to detail. Your proposal must meet the requirements of the RFP and must address any points that might be given. It should also be internally consistent, in terms of format, budget, and the overall narrative.

*Tip:* Over time you may want to create a couple of your own checklists for grantwriting. You can customize these for your own situation.

1. One checklist can be for the planning process itself, such as printing out the RFP and distributing copies to others, organizing the collaborative partners, etc.
2. One checklist can be for the review of the components of the draft and the final proposal.  
No matter what is in your final checklist, it is a good idea to go through the RFP and physically check off each item that is required.

More tips are located on the Minnesota Council on Foundations web site:

<http://www.mcf.org/mcf/grant/writing.htm#Supplementary>

If you are serious about continuing to improve your grantwriting skills, "Proposal Planning and Writing" by Lynn E. Miner and Jeremy Miner is a great resource. It covers both private and federal grant funds. They also have a web site where you can sign up for free monthly grant tips: [www.minerandassociates.com](http://www.minerandassociates.com)