



If you're interested in grant money to fund the KID-FIT program for your school or organization you'll want to acquaint yourself with some of the tips below. To have the best chance of securing funds it's vital to pay attention to each of the following:

- Grants and other sources of funding may be available to IRS 501(c)3 designated nonprofit organizations. Although we are confident grant sources can be located, there is no guarantee that funding will be found for your area or within a designated time frame. Increase the likelihood of success by following the suggestions below and begin the process now.
- We will need your organization's contact information and the name of the person authorized to sign the grant writing contract to complete the contract and determine the contract start date.
- Upon receipt of your IRS 501(c)3 letter and a signed contract for grant writing services exclusively for your KID-FIT Program, our grant writer will begin the search for potential sources of funding. Sources identified will be provided for your consideration and approval.
- Your nonprofit documentation must not be "questionable," i.e., names and addresses on your documentation must match your location name and address.
- Your organization must be appropriately licensed, a bona fide nonprofit organization and fiscally solvent to be considered by grant makers.
- To substantiate your nonprofit status and fiscal solvency, additional documentation required (IRS 990, most recent audit, etc.) must be provided to our grant writer. The additional documentation checklist is available below.
- Upon receipt of the following completed checklist and additional nonprofit organization documentation, our grant writer will commence grant writing on your behalf. You will be provided with timely drafts of your grant applications for review, input and approval prior to submission to potential funding sources.

Organization Documentation

Organization Name: _____ Date: _____

Contact Person: _____ Title: _____

Street Address: _____

City/State/Zip Code: _____

Telephone: _____ Fax: _____

E-mail: _____ Web Site: _____

- _____ Federal Tax Identification
- _____ IRS 501(c)(3) Documentation (if applicable)
- _____ Most Recent IRS Form 990 (if applicable)
- _____ State Tax Exemption Letter (if applicable)
- _____ Most Recent Financial Audit
- _____ Current Budget
- _____ Previous Year's Budget
- _____ Proof of Insurance(s)
- _____ Business License(s) (if applicable)
- _____ Board of Directors Roster
- _____ Advisory Board Roster (if applicable)
- _____ Staff Position Descriptions
- _____ Staff Resumes
- _____ Organization Chart
- _____ Organization Mission, Values
- _____ Organization Goals and Objectives
- _____ Organization Programs & Services
- _____ Measures of Success
- _____ Outcomes
- _____ Target Audience/Demographic Data
- _____ Evaluation Methodology/Tools
- _____ Challenges
- _____ Letter(s) of Support
- _____ Linkages: Collaborators & Partners
- _____ Current Grants, MOU's and Contracts
- _____ Awards, Special Recognition, and Certificates
- _____ Testimonials
- _____ Newspaper Clips
- _____ Strategic Plan (if applicable)
- _____ Business Plan (if applicable)
- _____ Marketing Plan (if applicable)
- _____ Fund Development Plan (if applicable)