

FAQ: HIRING A GRANTWRITER

WHAT KIND OF GRANT ARE YOU LOOKING FOR?

First, determine if you're looking for assistance as an individual artist, or as a 501c3 or a fiscally sponsored organization (as through Springboard's [Incubator program](#)). An individual artist grant might be through the State Arts Board or the Jerome or McKnight foundations; an organizational grant could be through a government entity, a corporate foundation, or a private foundation.

Some grantwriters work with individual artists, though the majority on this list work with only nonprofit organizations. Some work with both. (If you're with a 501(c)3, also see our [list of organizational consultants](#).)

WHAT'S YOUR HISTORY WITH GRANTS?

Most grantwriters will want to know whether they've had any prior experience with grants or working with a grantwriter. Have a list ready. Who wrote the previous grants? Who will the grantwriter be working with directly?

HOW MUCH WORK NEEDS TO BE DONE?

Are you looking for assistance with a single, one-time grant, or for work on two or more grants? Or perhaps you are looking for a professional to put together a fund development plan, or a strategic plan? In that case, you may want to see our list of organizational consultants. "Grantwriters write grants, but are also hired simply to prospect a list of potential funders, prospect a list of corporations and businesses for gift ask letters, or proofread or edit an organization's written grant," says one of the grantwriters on the list. If this is the sort of work you need to have done as well, it's good to know that going in.

WHAT'S YOUR TIMELINE?

Do you have a specific deadline for this project? Is it one month? Three months out? Six months to a year?

WHAT'S YOUR BUDGET?

What financial resources do you have available to support the work? Do you have a budget? "Professional grant writers don't work on commission or contingency," says one of the grantwriters on the list. "Writing is maybe only 20% of the process since it involves a lot of gathering internal info and involves very collaborative communication throughout the org." Most grantwriting work is done by contract on a project-by-project basis. You might also want to bring reports that indicate your need for funding such as: an IRS determination letter, a list of corporation/foundation contributions, evaluations or your most recent 990.

ANYTHING ELSE TO HAVE READY?

If you're a nonprofit, they will need to see a mission statement, articles, bylaws, a background/history of your organization and list of board of directors, as well as a budget and 3 years of financial statements. If you're looking for Federal grant monies, they'll also need your EIN, DUNS number, and SAM registration information. It is also good to

have contact information ready for you, your organization, and any other people involved (mailing address, phone number, fax number, web address, your organization's legal name, etc.) You might want to bring with you a fact sheet that includes information such as: the demographic information on clients served, current services your organization offers, challenges that exist, how the community benefits from your organization, long-term funding strategies, any photos that might be helpful, service statistics, client success stories, collaboration with others, board participation or any awards or recognition.