



Grant Toolkit

So, you've decided to apply for grants. Exciting! Grants can be a great way to resource your project alongside other income streams. We also know that grant research can be a long, drawn-out process and that writing a proposal can be daunting. We hear you, and we want to help you navigate the world of institutional funders, so that you can conduct focused research and write a competitive proposal.

This toolkit contains instructions and worksheets that you can use to identify grant opportunities, court prospective funders, and put together a proposal that you're proud of.

Want to talk to a member of our team directly about grants and working with Fractured Atlas? You can email us at support@fracturedatlas.org or [schedule a call with our team!](#)



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I. Research & Preparation

Before you pick up the phone, and before you begin writing, you should know if you're spending time on the right proposals. Your time is precious, and doing research about a funding opportunity before diving in will save you the headache of working on a proposal that isn't the right fit.

In this section, we'll cover identifying the right opportunities, gathering information, and using research to focus your strategy.

Research

Step 1: Research to make an extensive list of possibilities

- [Fractured Atlas's Artist Opportunities Database](#)
 - This database is a living resource, with new opportunities being added all the time!
 - You can filter by discipline, region, eligibility, application fee, and due date or browse all the opportunities in a nice, long list.
 - You can browse through an archive of nearly 2,000 past opportunities, which can enable you to find organizations that interest you and plan your application calendar ahead of schedule.
 - Have an artist opportunity that you'd like to share with our audiences yourself? We have a handy-dandy [submission form](#).
- [Candid.org \(formerly The Foundation Center and GuideStar\)](#)
 - Candid has a Foundation Directory that is the most comprehensive database of grants in the United States where you can access detailed data on foundations, including giving history, location, type, size, open requests for proposals (RFPs), and more to determine which funders are the best fit. Learn more about Foundation Directory.
 - Through Candid you can find foundation and corporate grants. You can search by funding interests, types of support, geography, etc.
- Colleague Organizations
 - Look at the programs, playbills, websites, and newsletters for companies similar to yours to find who has funded them in the past. This can be a great way to kick off your research because you already know they fund your specific discipline.

- Please note that this is not fool-proof because it is possible that a staff or board member at the company has a personal relationship with someone at the foundation. You will still need to do additional research.

Step 2: Once you have an exhaustive list of funders that *might* be a good fit, your goal is to make it a short and realistic list of funders that are a *great* fit:

- Review the Foundation's IRS form 990
 - [Guidestar by Candid.org](#): A great free resource when searching for grants, Guidestar lets you view past giving in the IRS 990. This tax document contains contact information, award amounts to past grant recipients, and sometimes even application instructions.
 - It's free to create an account, and you can search for any nonprofit 501(c)(3) organization.
 - If you can think of an organization that is similar to yours, you can look up their funders and then search for the 990 for that specific funder.
- Learn about a funder's submission process
 - Sometimes the 990 will include a description of the types of requests that they fund, what to send the funder, any supplemental documentation to provide with your submission, and the contact info for the person to whom your request should be addressed.
 - Most importantly, a crucial question to which you should pay special attention: Does the funder accept unsolicited proposals?
- Check the funder's eligibility guidelines
 - Does this application require and allow fiscal sponsorship? If so, great! You can apply with us as your fiscal sponsor, more information in the Proposal Section about that process.
 - If the funder requires a local fiscal sponsor, and you are not in New York, that's okay! Fractured Atlas is a non-exclusive fiscal sponsor, so you can find a local fiscal sponsor for that opportunity if that's the best move for you. We recommend reviewing the [National Network of Fiscal Sponsors to find the right fit!](#)
 - If the funder does not allow for fiscal sponsorship, does the funder allow entities without nonprofit status and with your legal entity to apply? If so, you are welcome to apply for this opportunity without your fiscal sponsorship.
 - Does the funder have an organizational budget minimum?

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- Does the funder grant awards to artists of your discipline? Do you fit the funder's currently stated funding priorities?
 - Find out who works for the foundation and who is on their Board of Directors
 - Part VIII of the 990 will list the highest paid employees at the foundation (if applicable) as well as the members of their Board of Directors.
 - If the funder states that they only support preselected organizations, you can take a look at this list of names, share it with your inner circle, and see if anyone that you know is friendly with a member of their Board and can facilitate an introduction.
 - Even if the foundation does offer a competitive funding opportunity where they accept unsolicited proposals, this can be a good way to make the acquaintance of key decision-makers.
 - Look at who they have funded previously
 - Past grant awards are typically listed in an attachment to the 990, especially if they've given many grants throughout the year.
 - Scroll through the names and if you're not familiar with the recipients, use Google to find out more about their work.
 - Look for grant recipients who are similar in size, scope, discipline, and location. If you find funders that support similar organizations, that funder might be a good fit for your project.
 - Pay attention to the award amounts
 - You'll get a sense for the range of award amounts that a funder offers.
 - It's best practice to only request up to 50% of your total project's budget from one funder. They want to see that you have other sources of support. Looking at their typical award amounts helps you gauge whether this opportunity is a good match for your scale and scope of work.
 - The 990 will show you whether or not they offer grants for your budget size
 - Example: If they only give \$100K grants and your project budget is \$10K, you can cross that funder off of your list.
 - Example: If their largest grant is \$5K, you shouldn't ask for more than that.
 - Use these points as guides to help you determine your ask amount.
 - Review website
 - Learn about their mission to see if your work supports what they do.

- Learn about their funding priorities to see if your work falls in line with those priorities.
 - Learn about their application process. If the process is not outlined, look through their 990 or call the funder for more information.
 - Research specific funding opportunities.
 - Note deadlines and identify if they are doable with your current capacity.
- Complete Prospect worksheet (See Appendix B)

Step 3: Now that you have your short list and have determined questions to ask, call your funder. (Details regarding this in the next section.)

Step 4: Now you can add this opportunity to your grant calendar.

1. Add deadline to calendar
2. [Add Fractured Atlas deadline to calendar](#) if you are applying with your fiscal sponsorship
 - Standard Review: 10 business days before deadline
 - Rush Review (\$75): 5 business days before deadline
 - Expedited Review (\$250): 1 business day before deadline
3. Add internal deadline for yourself/sending materials to a second person for review

EXAMPLE:

March						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Finish draft	5
6	7 Send to Carlos for review	8	9	10	11 Review comments and edit	12
13	14	15	16	17 Send to Fractured Atlas	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Deadline!		

Calling the Funder

Calls to a funder can feel intimidating, but they are actually an excellent, low-risk way to gain insight for your proposal, if you are properly prepared. These calls provide a means to introduce yourself to the funder and to get clarity about the application process. Here are some tips and tools for having a good phone call with a potential funder:

What should you prepare?

1. Read through the entire application and guidelines before calling the funder. Compile all of your questions, so that you only have to make one call.
2. If the funder offers multiple funding programs, be clear on which program you are calling to ask about. Do not tell the funder your program concept and ask them to pick where you'd best fit. Instead ask clarifying questions to better understand what they're looking for in each program.
3. Prepare the most concise, no-frills elevator pitch about your project. This should cover the basics in two sentences or less.

When should you call?

1. Leave plenty of time before the application deadline to make your call - two weeks or more is ideal.
2. If the funder offers information sessions or webinars about their grant process, take advantage of them. Ideally, you should attend the information session before you call. That way you can be more informed and prepared when you're speaking to someone one-on-one.
3. Be mindful of the funder's operating hours. It's not ideal to call first thing in the morning or right before they are scheduled to leave.
4. Schedule approximately thirty minutes for your call. It should not take that long, but you don't want to feel rushed and you don't want to rush the funder. This also shows you're mindful of the funder's time.

How should I act?

1. Be kind to whomever answers the phone. Assume everyone you talk to can have an impact on how your application is received. (also being kind is a cool thing to be, no matter who you're talking to!)

2. Introduce yourself.
3. State that you have questions about an application and ask who you should speak to.
4. Ask them if this is a good time to talk. If they are unavailable, have some alternative times ready to suggest.
5. Ask clarifying questions while not being combative. If they say you are not a fit for their funding priorities, it is not a rejection of your work.

What should I ask?

1. Program Fit
 - **Avoid:** "I am a [type of artist]. Which of your programs is the best fit for me?"
 - **Good:** "I have read your guidelines and see you have X number of funding programs. I think my project could be a fit in multiple ways. If I briefly describe my project, can you provide clarity on where I would best fit?"
 - **Better:** "I have read your guidelines and see you have [X] number of funding programs. I think my project is the strongest fit for [specific program], but I am unclear about this [specific requirement]. Can you clarify for me what panelists look for in reviewing applications against that requirement?"
2. Eligibility
 - **Avoid:** "Am I eligible to apply for this grant?"
 - **Good:** "I can't tell from your guidelines if you fund fiscally-sponsored projects. Can you help me with that?"
 - **Better:** "I have reviewed your requirements and would like clarification on whether you fund projects that are fiscally sponsored. If so, is there specific information I need from my fiscal sponsor to support my application?"
3. Application Process
 - **Avoid:** "Can you describe your application process to me over the phone?"
 - **Good:** "Are there sections of the application that panelists review more closely than others? Are there application sections that applicants commonly struggle with?"
 - **Better:** "I reviewed the application and am unclear about [specific section's requirements]. What is the information I should highlight to best serve the application?"
4. Rejection

- **Avoid:** “I understand that my project may not be the best fit, but shouldn’t I apply anyway for the experience?”
- **Good:** “I understand that my project may not be the best fit. Are there other funding programs you offer that might better suit my project?”
- **Better:** “I understand that my project may not be the best fit and I appreciate you taking the time to speak with me. I look forward to applying to you if I have a different project better suited to your funding priorities.”

Remember that a call is a great way to start a relationship with the funder: seize the opportunity!

II. The Application Process

For a detailed breakdown explanation of each piece of a proposal, we strongly suggest Candid’s free [Introduction to Proposal Writing](#). It provides a step-by-step guide to crafting a thoughtful and thorough proposal. Here are some additional tips to strengthen your proposal writing.

Proposal Writing

1. Follow the instructions as closely as possible.
 - You should read the guidelines, the proposal questions (including any linked resources), and the frequently asked questions, if available. You should also read the funder’s mission and funding priorities. This will inform how you answer the questions and how best to present your project to the funder.
2. Check for consistency.
 - Sometimes information changes over the course of a proposal: your venue changes, or you can serve more people, or your dates have shifted. Read and reread your proposal carefully to ensure that you’re presenting your project consistently and accurately.
3. Be both thorough and concise.
 - This is the most challenging. How do you tell all of the story in limited space? Recognize that you don’t have to tell everything in each question: e.g. if the question is about process, you don’t have to talk about your funding. Or if the question is about the audience, you don’t need to list the credentials of all of your collaborators.

- You can also try to avoid double descriptions: words that are essentially saying the same thing about the project. For example, a project does not need to be both “innovative” and “exciting,” either of those words will support the point. See if there are moments where you use more than one adjective to talk about the work then pick the strongest one.

Best Practices for writing your proposal, if format is not provided by the funder:

1. Writing Proposal Narrative
 - Single Space Narrative
 - Observe character and word limits
 - Short, manageable paragraphs
 - Use Readable Font
 - 10/12 point font
 - Times New Roman, Arial
 - Use black text
2. Boilerplate – “Boilerplate” is language that you have written about your project or organization that you can repurpose in several proposals. In some cases, you can use boilerplate to populate your answers as long as you tailor it for each application. This is helpful because it means you do not need to replicate your work several times over. For example, your mission should stay the same every time, but your project description should be updated as needed.

We recommend collecting all of your grant application language in one document, so that you do not have to start from scratch every time a new opportunity comes your way.

Budgets

Budgets are one of the most important pieces of a submission for a grant opportunity. Many grant panelists will look at the budget first. They consider it the best way to get a feel for the project without a lot of verbiage and hype. It’s easier to see if the request amount is appropriate and to get a sense of the project’s sustainability and probability of success.

Your budget projections should be based on what you expect to reasonably spend to make your project happen. Research past years of making your work to estimate the expenses you will incur and income you will receive.



There are two types of budgets that are typically requested as part of the submission: an Organizational Budget and a Project Budget.

Organizational Budgets - shows all expenses and income for an organization on an annual basis.

1. Operating Expenses/Overhead
 - The expenses and income unrelated to specific programs/projects. Often includes:
 - Administrative salaries and fringe benefits
 - Office rent, supplies
 - Insurance
 - Sometimes you'll be asked for only your operating budget, so make sure to keep a separate file with these expenses as well.
2. Project/Program Expenses
 - Expenses separated out by program/project.
3. Income
 - Separated out by source.
 - Include both earned and contributed income.

Project/Proposal Budgets - A project budget is the estimated financial plan for a project, for which funding is required.

1. Expenses for specific project
2. Income (anticipated and committed) for specific project
 - Separated out by source
 - Labeled anticipated or committed
 - Includes both earned and contributed income
3. Overhead
 - Includes any overhead costs for the project and the percentage of your org's overhead that is dedicated to the project.
 - Example: If your Executive Director spends 10% of their time on the project, you can include 10% of their salary on the project budget.

You can find some samples of [Proposal Budgets on Candid here.](#)

Budget Narrative - A budget narrative is useful in defining the budget costs included on a project budget and can be used to further explain the specific line items in the budget.

1. Footnote style: You can create footnotes numbers or letters on the line items in the budget keyed to numbered or lettered explanations.
 2. Narrative: An extensive explanation is required for the numbers, you may want to structure the budget narrative as straight text.
 3. Notes Column: You can provide short explanations for your line items in a separate notes column. This has the ability to make your budget look cluttered, and should only be used when the explanation is simple.
- ✓ *Pro Tip:* Keep track of your actual expenses and income right in the same form as your budgeted numbers. This will be helpful when you complete a financial report for your project.

Best Practices for budgets:

1. Adapt your budget per grant guidelines, do not build a new budget from scratch each time.
 2. Only change your budget if it actually changes. You shouldn't adjust numbers unless they actually change.
 3. If the funder provides a budget form or template, use it unless they indicate you can use your own form.
- ✓ *Reminder:* If you're applying for a grant with Fractured Atlas, be sure to include our 8% administrative fee on the anticipated grant award in the project budget! We will be looking for it in our review, and it gives the funder an honest understanding of where 8% of the grant award will go.

Supplemental Materials

Most applications will ask for supplemental materials in addition to your proposal and budgets. The materials can include marketing materials, resumes, work samples, etc. Make sure you have these materials handy so you aren't scrambling to find them at the last minute.

1. Collect everything as it comes in (marketing materials, photos, videos, etc.)
2. Work samples should not be password protected (but can be private)
3. Look at formats, size and time requirements
4. Don't submit anything they do not ask for
5. If they give you the opportunity to provide "additional materials" with no parameters, submit something

Review before submitting

Whether or not you are submitting with Fractured Atlas as your fiscal sponsor, it is always good to have a second pair of eyes on your grant application materials before submitting to the funder. This can be a collaborator or a trusted friend, but having an outside eye will make your materials stronger!

You should ask your reviewer to review the proposal for the following:

- Spelling mistakes and typos
- Clarity
- Branding and consistency

When Submitting with Fractured Atlas:

1. [Submit Materials to Fractured Atlas for Review](#)
 - We ask projects to submit materials to us for review at least 10 business days before deadline. This allows our team time to:
 - Confirm eligibility for the opportunity
 - Provide edits and suggestions to strengthen your application
 - Gather or create any materials required of Fractured Atlas
 - Review a final draft after edits are made so Fractured Atlas has final copy of what is submitted on file

2. Make sure to include Fractured Atlas [Required Standard Text](#) for institutional funders:

[PROJECT NAME] is a sponsored project of Fractured Atlas, a non-profit arts service organization. Fractured Atlas will receive grants for the charitable purposes of [PROJECT NAME], provide oversight to ensure that grant funds are used in accordance with grant agreements, and provide reports as required by the grantor. Contributions for the charitable purposes of [PROJECT NAME] must be made payable to Fractured Atlas and are tax-deductible to the extent permitted by law.

3. If a budget is being submitted, be sure to include Fractured Atlas's 8% administrative fee.

- ✓ *Reminder:* Fractured Atlas does not write grants on behalf of our fiscally sponsored projects. You are responsible for creating application materials needed.
- ✓ *Reminder:* You will be the one to submit the grant unless the funder indicates otherwise.

III. You've been awarded a grant! Now what!?

Grant Contracts and Agreements

Many funders will require grantees to sign a contract or an agreement before they'll issue the grant payment. This contract will usually define the grantee, and any terms and conditions that the funder requires in order to award the grant. Terms and conditions often include the report deadlines, requirements for acknowledging the funder and a time period during which the grant must be used.

[When Receiving the Grant Through Fractured Atlas](#)

When a grant is awarded through your fiscal sponsorship, Fractured Atlas must be a signatory on the grant agreement. If a funder sends you a contract directly, please forward it to our team at support@fracturedatlas.org.

Note: In many cases, the signed contract can fulfill Fractured Atlas's [major gift letter](#) requirement for awards of \$5,000 or more. If the contract does not mention Fractured Atlas as the grantee, or it does not mention the fiscal sponsorship relationship, we will likely ask them to sign a major gift letter as well. All ACH transfers require a Major Gift Letter, regardless of amount.

Funder Acknowledgements

Many funders will require that you acknowledge or thank them in your public materials. They might even list specific requirements for how to acknowledge them on their website or in your grant contract. Pay close attention to these instructions and be sure to send the funder a copy of your acknowledgement materials if requested.

Report Deadlines

Mark your interim and final report deadlines! Remember that grant calendar we put together earlier? You should add your report deadlines to the same calendar.

Whenever possible, Fractured Atlas will also set up reminders in our system, so that you are notified of the upcoming report deadline about a month prior to any report deadline.

[Please submit your grant reports to Fractured Atlas for review prior to submitting it to the funder.](#) In some cases, Fractured Atlas will need to submit the report for you. Please touch base with our staff prior to the deadline so we can get the information we need from you in order to submit the report on time.

It is important to submit all grant reports by their deadlines, as this could determine whether or not you or Fractured Atlas's other fiscally sponsored projects can apply for that grant in the future.

We will discuss more about completing grant reports a little later on!

Tracking

Once you've been awarded a grant (or even if you haven't, but are executing the project), you have to track how that project is going. There are four (4) primary areas that you need to track: Time, People, Finances, Attendance.

1. Tracking Time

- Track your time spent. There are many great tools for tracking your time online or with your smartphone - you can even do it manually with pen and paper. For example, [MyHours.com](#) and [Toggl.com](#) are free services that allow you to track time and the different rates associated with your time.

They're great for managing multiple projects. Find the tool or system that will work best for you.

- If you are working with collaborators, make sure they are tracking their time too. This helps with invoicing and managing the project's progress.
- If you are working multiple projects, or managing a "day job" as well as your project, establish boundaries between tasks. Do what works best for you.
- Here are some features and reports you might look for when trying to properly track time spent on a project:
 - Track when you began working and when you stopped
 - A report to show total time worked on a project in aggregate
 - A report to show how much time you've spent on different projects/tasks
 - Ways to manually enter times you've worked after the fact
 - Ways for multiple people to see and track their time spent on a project

2. Tracking People

- Find tools to know who is working on what part of a project when, even if it is just you. Collaboration tools like [Asana](#) and [Basecamp](#) are good places to start.
- Keep track of your employees, partners, collaborators and/or independent contractors. A simple spreadsheet program (e.g. [Google Sheets](#) or Microsoft Excel) can help you list who is working on which part of the project.
- Have a dedicated folder for contracts and/or working agreements. It will make tracking payments and fees much easier.

3. Tracking Finances

- This can be the most daunting of tasks in tracking your projects, but it is the most necessary. As you'll see in the Reporting section, funders frequently want to see how the finances of your project or organization shape up in a variety of ways.
- At the beginning of your project, try and talk to your accountant to see the best way to set up your systems to properly track your funds. This can save a lot of hassle after the fact.

- Once you receive an award, immediately read any final report documentation. Again, this allows you to set up your systems so that you have the correct financial information when you need it.
- Accounting software is essential. Free or low-cost solutions like [Xero](#), [Wave Accounting](#), [Sage Intacct](#), and others are becoming easier to access and use.
- Here are some features and reports you might look for when trying to properly track money spent or raised on a project:
 - Tracking dollars in and their source as well as dollars out and their destination
 - A report to show total dollars spent on a project in aggregate
 - A report to show total dollars spent on phases or parts of the project
 - Ways to manually enter dollars received or spent after the fact
 - Ways to enter dollars received or spent automatically
 - Ways for multiple people, like your accountant, to have access to reports.
 - Ways to generate flexible reports for interested parties (e.g. funders, your fiscal sponsor, etc.)

4. Tracking Attendance

- It's important for funders to know how many people have interacted with your project, so don't forget to track attendance. This is especially important if your event is free - it's harder to estimate the impact of your work if you don't know how many people were there.
- Tracking attendance is also important if you have multiple iterations of your project. This allows you to know where your biggest audience is and if you're reaching more (or different) people over time.
- Ticketing software like [Eventbrite](#), for example, are great ways to start tracking your patrons.
- If you work in a largely digital or online space, resources like [Google Analytics](#), [Flow Club \(formerly Crowdbooster\)](#), [HootSuite](#), or others can track your web traffic and social media interactions.
 - Your "followers" are people too, so don't be afraid to include your digital audience appropriately when explaining your impact.
- Here are some features and reports you might look for when trying to properly track attendance or interactions with your project:
 - Tracking RSVPs, tickets sold, and actual attendance once the event starts

- Door lists and/or the ability to check reservations at the event and over multiple platforms
- Integrations with other services like e-blast servers, customer relationship management software, and financial software, for example
- The ability to sync data across multiple platforms
- The ability to export data for use with other services

Tracking can seem complicated, but it is the most useful tool to properly report on (and replicate) your project. If you lay the groundwork with proper tracking, reporting can be made much simpler.

Reporting

Usually, when you receive a grant, you'll be asked to report on how you spent the grant funds and what impact the grant had on your program. Typically, you'll be asked to submit both a narrative and a financial report.

Narrative Report: The narrative report is your opportunity to tell the funder about the growth of your program during the grant period. If the funder does not provide a template or specific report questions, you should assume your report should include:

- A summary of activities: tell them about what happened during the grant period.
- A narrative summary for how the funds were spent: this should include a brief description of how the funds were spent. You'll give a line-by-line breakdown in the financial report
- Goals that were met: you set goals when you initially set out to do this project. Let them know which of these were met and which weren't.
- Unexpected challenges you faced and how you overcame them: this adds a new dimension to your project and is especially important if you weren't able to achieve your set goals.
- Impact on your audience: How did your audience feel about your work? How did you collect this information?
- Plans for the future of your project: if this is an on-going project, you'll want to indicate such in the report, especially if you plan to approach this funder again for this same project.



Financial Report: A line by line breakdown for how the funds were spent. It should have at least three to four columns

- Application Budget: this provides a frame of reference for the reader. It'll show what you expected to spend before the grant period began.
- Actual expenditures: this shows what you actually spent on the project. It's important to include this because things change and the funder wants to know about those changes.
 - If you applied with Fractured Atlas, don't forget to include the 8% administrative fee!
- Breakdown of grant funds: this shows how the grant funds were spent toward your actual expenses.
- Percentage of change between application budget and actual expenditures: this is a quick way for the funder to see how different your actual numbers were from what you had projected.

IV. Closing Thoughts

We know that finding funding to make your creative dreams a reality can be daunting and overwhelming. Our best advice is to take it one step at a time and to believe fully in the work you are doing! Funders WANT to find projects that they are excited about - by doing your research, putting your best foot forward, and letting them know about the great work you are doing, you are helping them connect their resources to work that is important and bettering our world.

As always, we are here to support! If you have questions about the grants process or how Fractured Atlas fits in, please don't hesitate to reach out. You can email our team at support@fracturedatlas.org or schedule a call here: <https://calendly.com/fractured-atlas>

We are rooting for you!

Appendix

Proposal Checklist Worksheet

Grantmakers all have different requirements for their application processes and you should consult the guidelines to see what is required. Complete the following checklist for your proposal based on the funder's specific requirements:

Foundation/Funder:

Grant Opportunity:

Opportunity Deadline:

Fractured Atlas Deadline:

- ☐ Multi-page written narrative
- ☐ Project budget including income and expenses
- ☐ Organizational budgets with income AND expenses (3 years is best)
- ☐ IRS Letter of Determination *
- ☐ Audited financial statements *
- ☐ IRS 990 *
- ☐ Work samples
- ☐ Marketing materials/brochures
- ☐ List of other supporters
- ☐ Board of Directors with affiliations *
- ☐ Staff list
- ☐ Staff resumes or bios
- ☐ Confirmation letter from Fractured Atlas *

✓ *Pro Tip:* Keep these items in both text and PDF formats so that you can edit as necessary and/or format into text fields for online forms.

* These are materials often supplied by Fractured Atlas for active fiscally sponsored projects. Please request these materials when you submit your application documents for review.



Prospecting Worksheet

Use this form to ensure that you have done your research properly and thoroughly before you begin writing your grant or letter of inquiry.

Official Name of Funding Institution

Use the institution's complete name so that they are properly addressed in your correspondence.

What is the funding institution's mission?

This is usually on an "About" page and can help you understand the funder's priorities.

What specific grant program or funding priority offered by the funding institution are you applying to?

If applicable, what are the guidelines of that program or funding priority?

Funders frequently have program-specific guidelines or mission statements.

Is the funding institution currently accepting proposals?

- ☐ Yes, there is an open Request for Proposals (RFP)
- ☐ Yes, they accept proposals on a rolling basis
- ☐ No, but they accept Letters of Inquiry (LOI) to request a proposal
- ☐ No, they are not accepting proposals at this time
- ☐ I don't know

Does the funding institution fund fiscally sponsored projects?

- ☐ Yes
- ☐ No
- ☐ I don't know



List three (3) grants the funder awarded in the past three (3) years to projects with budgets similar to yours.

This information can be found by reviewing the funding institution's 990, their annual report, or their website.

- 1) _____
- 2) _____
- 3) _____

What are the required supplemental materials?

- ☐ Project Budget
- ☐ Work Samples
- ☐ IRS Determination Letter
- ☐ Letter from Fiscal Sponsor
- ☐ Audited Financial Statements
- ☐ Proof of Residency
- ☐ Other Financial Statements
- ☐ Organizational Budget
- ☐ Board of Director's List
- ☐ Marketing or Press Materials
- ☐ Letters of Support from Collaborators
- ☐ Other _____



What are items you'd like to clarify with the funder?

Write down any questions you were uncertain of that you can use to inform your call to the funder.

- 1) _____
- 2) _____
- 3) _____

Special Instructions or Notes

Are there any special instructions or requirements from the funder? Include any other information you may wish to note.

Additional Resources

- [Artist Opportunities Database](#)
- [Fractured Atlas Grant 101 Video Series](#)
- [Fractured Atlas Grant Webinars](#)
- Fractured Atlas Blog Posts
 - [What are artist grants? For bright eyed newbies and jaded experts](#)
 - [10 Common Grant Application Pitfalls](#)
 - [6 Common Questions on Grant Applications and How to Answer Them](#)
 - [Goldilocks and the Three Grants](#)
 - [It's Not Necessarily Your Fault You Are Not Receiving Grant Awards](#)