

Funder Research Information Sheet (RIS)

Contact Information

DUE Date:	
MG project that pertains to:	
Organization name:	
Website address:	
Mailing address:	
Phone:	Fax:
Contact Person:	Title of Contact person:
Focus of Grant Support	
Due date for Grant:	
Geographic limitations	

Documentation

Check if information is available

Organization Information:

- History and Background
- Mission and Goals
- Major Accomplishments
- Board of Directors (with Affiliations)
- Press and Printed Materials, Photographs
- Projected Income and Expense Budget
- Audited Financial Statement
- Future Funding Paragraphs and List
- Staff and Leadership Bios
- Other _____

Proposed Project Package:

- Overview of Proposed program Paragraphs
- Need Statement
- Measurable Objectives
- Timeline
- Evaluation Plan
- Letters of Support or Collaboration
- Project Budget and Request

Initial Approach:

- Letter of Inquiry**
- Letter of Request**
- Formal Proposal**
- Application**

For MG Fundraising Committee

Contact History of Grantor		
Call Date	Name of Contact	Outcome and Next Steps

Funding Source Profile of Grantee
Program title:
Decision-making process and turnaround time:
Types of support:
Gift Range:
Giving History:
Match Required (for example: labor, money, etc.)

Any proposals submitted by MG will be attached to this file

Project Submitted _____

Date Proposal Person Submitting

