

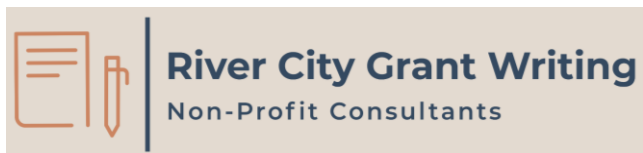
It is expected that the office of Global Michigan will be releasing a large request for proposals (RFP) sometime in the next 4 to 6 weeks. This is already a busy time of the year, and the New Michigander Fund grant will receive a lot of attention. The good news is you can start getting ready for it, even if you don't know all the details in the RFP yet.

**Step 1: Gather the important paperwork. Below is a list of items you typically need to apply for a grant:**

- Contact Information
- Board of Directors (with Race, Gender Identity, City of Residence, and Affiliations)
- IRS 990 Form (2 years)
- Non-Profit Determination Papers
- Projected Income and Expense Budget for the Current Fiscal Year
- Financial Statements for the Past 2 Fiscal Years
- (P&L and Balance Sheet)
- Audited/Reviewed Financial Statements (if required by state law)
- List of Collaborating Partners
- Organizational Chart
- Key Staff and Leadership Biographies/Resumes

**Step 2: Start drafting the sections of a grant proposal that can be reused. These include:**

- Mission and Vision
- Core Values
- Organizational History
  - Why were you founded?
  - What gap in services do you meet?
  - What are some accomplishments you have achieved in the past 1-3 years?
- Organizational Overview
  - What programs do you offer?
  - Where do you offer the programs?
  - How often do you offer the programs?
- Population Served
  - Use what data you have to show who you serve. The more detailed the demographic information you have, the better.
- Key Staff
  - What is their role?
  - What is their background?
  - What makes them uniquely qualified?
- Collaborative Partners
  - Who are they?
  - How do they help?
  - How do you help them?



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By taking these first steps, you can feel more in control when the RFP is announced. It will give you more time to focus on creating the best proposal possible.