



Tips for Writing your Organizational Story (History/Information Section)

This section of the grant is a chance for you to tell the story of your organization and provide compelling evidence that you can be trusted to use their funds in the best manner possible. This serves as the backbone to the rest of the grant. If you cannot establish yourself as a legitimate and trustworthy organization, it doesn't matter what the need is or what program you are designing. Think about painting the picture of your organization. Do you have a story that helps describe how the organization came to be and where it is now? Assume the reader does not know about you or your work. *Be sure to include:*

Who Are You:

- State full legal name and legal status, include where you are located
- Mission
- Who do you serve (target population(s))
- A very brief summary of the need(s) you address, 1-2 sentences
- Summary of programs - this would be a good spot to fit in the program you are asking for the foundation to support
- Budget size – give context here if necessary (for example have you grown over the past five years, or stayed stable?)

Why Should You Get a Grant:

- History of success – Growth of the organization, large grants you have successfully implemented, new programs implemented etc.
- Highlight programs that relate to the current proposed program
- Build the legitimacy and credibility of your organization –
 - o What is your role in the community?
 - o Who else do you work with?
 - o Who leads your organization?
 - o Describe the staff
- How are you different from organizations that already exist (if well known groups already work on the same area)

This is not the section to describe your program in detail. However, it should be clear what program you are proposing in the grant proposal and how it relates to your organization and the need in the community. By the end of reading your organizational history/information section it should be clear to the reader that you are the best organization to implement the program.