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## Request for Grant Writing Assistance

This form will help the Maberry Consulting to learn more about your organization and its needs. Please include any other information that you think might be helpful, using additional sheets if necessary.

1.
  - a. Name of your organization \_\_\_\_\_
  - b. Address \_\_\_\_\_  
\_\_\_\_\_
  - c. Phone Number (    ) \_\_\_\_\_ d. Fax Number (    ) \_\_\_\_\_
2.
  - a. Name of contact person \_\_\_\_\_
  - b. Title \_\_\_\_\_ c. Work Phone (    ) \_\_\_\_\_
3. Describe the purpose and/or mission of your organization, attaching brochures and a one-page mission statement, if desired.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4.
  - a. How long has your organization existed? \_\_\_\_\_
  - b. Is your organization incorporated?  YES  NO Tax-Exempt?  YES  NO.

5. How many people are involved in running the organization?  
Board Members\_\_\_\_; Staff\_\_\_\_; Volunteers\_\_\_\_. *Please attach a list of the officers and directors, including titles and affiliations.*
6. About how many people does your organization currently serve? \_\_\_\_\_
7. **a. What** is your organization's annual budget? \$\_\_\_\_\_
- b.** Is there a line for grant writing fees?  YES  NO; **c.** If yes, how much? \_\_\_\_\_
8. Please describe the specific kinds of grant writing assistance you now need or anticipate needing in the future. Attach an additional sheet if necessary.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
9. Please provide the name and affiliation of any grant writer that is now helping or has helped your organization, briefly describing the services provided. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
10. Please tell us where you heard about Maberry Consulting grant writing assistance program. \_\_\_\_\_
- \_\_\_\_\_
- Signature** \_\_\_\_\_ **Print Name and Title** \_\_\_\_\_
- Date** \_\_\_\_\_ **Email Address:** \_\_\_\_\_
- Web Address:** \_\_\_\_\_