



**GRANT WRITING
JOURNAL**



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WELCOME TO YOUR GRANT WRITING JOURNAL

This journal is your daily guide and companion on your grant writing journey. Whether you're an experienced professional or just beginning, it will help you stay organized, motivated, and focused on completing one grant application each day.

Wethrive Designs

The logo for Wethrive Designs features the brand name in a light blue, italicized sans-serif font. Below the text is a stylized sunburst or starburst graphic composed of numerous thin, light blue lines radiating outwards from a central point.

With helpful prompts and expert tips, you'll gain the structure and confidence needed to secure funding for your projects and initiatives. Let's get started!


ARE YOU GRANT READY?

This tool is designed to ensure you are fully prepared before starting the grant application process.

- **Business Name**
- **Business Address**
- **Business Phone Number**
- **Business Location & Address**
- **Business Phone Number**
- **Register Your Business**
- **EINS Number**
- **Beneficial Owner Form**
- **DUNS Bradstreet & Numbr Duns**
- **Business Domain**
- **Business Email**
- **Website/Landing Page**
- **Business Bank Account**
- **Personal Bank Account**
- **List Your business online**
- **NAV**

YOUR DAILY PROMPTS

- ➔ Day 1: Define Goals- Specify your project or initiative and its funding needs. Outline short-term and long-term objectives. Explain how grant funding will facilitate goal achievement.
- ➔ Day 2: Research Funding - Identify grants aligned with project goals. Study eligibility, requirements, and deadlines. Prioritize grants based on deadlines and relevance.
- ➔ Day 3: Gather Documents- Review requirements for the first grant. Collect necessary documents. Create a checklist for preparation

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- ➔ Day 4: Draft Proposal- Begin writing proposal adhering to guidelines. Clearly state objectives, methodology, budget, and outcomes. Provide evidence and persuasive language.
 - ➔ Day 5: Review and Revise- Critically review draft for errors. Seek feedback from peers. Incorporate suggestions to strengthen proposal.
 - ➔ Day 6: Complete Application- Fill out application accurately. Attach required documents. Submit before deadline.
 - ➔ Day 7: Reflect and Plan- Reflect on challenges faced. Plan next steps, like follow-ups or new applications

BUSINESS NEED STATEMENT

An impactful needs statement should capture the funder's attention and clearly convey the urgency of the problem you aim to address.

4 STEPS PROCESS

1. Mission and Purpose
2. Provide the Problem and People you'll serve
3. Short Story / current events
4. Evidence including statistics, expert views,

▶ Clearly relate to the mission and purpose of the applicant.

▶ Describe the problem and the people who would be served.

▶ Be supported by evidence including statistics, expert views, and current events

MISSION AND PURPOSE

[Describe business needs of your agency that may influence your facilities needs. Where possible, tie these needs to state law or your agency strategic plan. Are there program changes or agency realignment initiatives occurring that may affect your space need? Does your agency have unique projects that may need to be temporarily housed? Are there changes in service delivery areas that may require relocations?]

PROVIDE THE PROBLEM AND THE PEOPLE YOU'LL SERVE

[Describe the strategies and specific facilities needs that will allow your agency to provide space that meets this goal. Does your agency have any facilities that may not be healthy and safe based of a documented history of building concerns? Does your agency have unique accessibility challenges? Does you agency have unique sustainability/energy management goals?]

SHORT STORY / CURRENT EVENTS

[Describe the policies/practices your agency currently uses to manage your state facilities and space. How does this align with the state's space allocation policy? Does your agency have any downsizing or consolidation efforts occurring? Are their specific initiatives for inter-agency colocation? Is there excess space that we could consider for other agencies within your agency? Is your agency exploring alternative space usage?]

EVIDENCE INCLUDING STATISTICS & EXPERT VIEWS

[Describe the anticipated impact of this budget on your agency and describe what impact that will have your facilities needs. What strategies are you employing to mitigate the budget impacts related to facilities? What additional strategies would you like to consider?]

[Closing remarks-Include any other comments that you wish to be considered in the six-year facilities planning process.]

[Point of Contact] will serve as the point of contact for [agency] for this six-year facility planning process. If you have any questions please contact [him/her] at [phone number] or [email address].

Business Name _____

Business Facebook

Business Twitter

Business Instagram

ELEVATOR PITCH

Craft a concise and engaging summary of your business, highlighting its core purpose, target market, and unique value proposition.

WHAT ARE THE PROBLEM YOU ARE SOLVING

Clearly define the problem or challenge that your business aims to address. Provide context and statistics if possible to emphasize the significance of the problem.

HOW DOES YOUR PRODUCT AND SERVICE CONTRIBUTE TO THE PROBLEM

Explain how your service or product directly addresses the problem outlined. Highlight the unique features or benefits that differentiate your solution from others in the market.

HOW WOULD THIS GRANT IMPACT YOUR BUSINESS WHAT MAKES YOU UNIQUELY QUALIFIED

Describe how receiving the grant would positively impact your business operations, growth, or ability to achieve your goals. Be specific about how the grant funds would be used and the anticipated outcomes.

WHAT MAKES YOU UNIQUELY QUALIFIED

Showcase why you and your team are uniquely qualified to execute the proposed solution and drive success. Highlight relevant experience, skills, or achievements that demonstrate your expertise in the field.

IS THERE ANYTHING YOU THINK WE SHOULD KNOW TRAILS AND TRIBULATIONS SUCCESS STORY TO SHARE CHALLENGES IN THE INDUSTRY BIG WIN FOR SMALL WINS THAT YOU PROOF OF

Discuss broader challenges within your industry and how your business navigates them. Highlight any notable achievements or advancements that demonstrate your impact and contributions to the industry.

Grant name: The George Gund Foundation **1**

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Corporate Counsel Women of Color **2**

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Sky is the Limit **3**

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Rodenberry Foundation

4

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Awesome Foundation

5

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Galaxy of Star

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: The Pollination Project

7

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Wish Local Employment **8**

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Invanti 9

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Creative Grants

10

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Montana Arts Council

11

Deadline	Amount	Date Submitted
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Grant Description

Notes:

Grant name: Peanut Starther

12

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: O'Shaughnessy Fellowships

13

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Freed Fellowship 14

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Amazon Small Business Accelerator Program **15**

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Idea Cafe Small Business

16

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: IMPACT GRANT

17

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Join Josephine

18

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Big Idea Grant

19

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Comcast Innovation Fund

20

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: NASE

21

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Rebuild the block

22

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Grant Interface **23**

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Jack Daniel's **24**

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Skip Grant Program

25

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Kinetic Business **26**

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Entrepreneur Grant

27

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: The Amplifier Grant **28**

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: Cadence Cash Thrive Grant

29

Deadline

Amount

Date Submitted

Grant Description

Notes:

Grant name: GrantWatch **30**

Deadline

Amount

Date Submitted

Grant Description

Notes:



Grant Tracker

One Grant a day

By

Margaret N. Djorgiee



Stay organized and never miss a deadline again with this easy-to-use tracker. It helps you keep track of all your grant applications. [Google search the grants](#)

GRANT NAME	GRANT TYPE	AMOUNT	DEADLINE	DATE SUBMITTED
The George Gund Foundation	CLICK HERE			
Corporate Counsel Women of Color	CLICK HERE			
Sky is the Limit	CLICK HERE			
Rodenberry Foundation	CLICK HERE			
Awesome Foundation	CLICK HERE			
Galaxy of Star	CLICK HERE			
The Pollination Project	CLICK HERE			
Wish Local Employment	CLICK HERE			
Invanti	CLICK HERE			
Creative Grants	CLICK HERE			
Montana Arts Council	CLICK HERE			
Peanut Starter	CLICK HERE			
O'Shaughnessy Fellowships	CLICK HERE			
Freed Fellowship	CLICK HERE			
Amazon Small Business Accelerator Program	CLICK HERE			
Idea Cafe Small Business	CLICK HERE			
IMPACT GRANT	CLICK HERE			
Join Josephine	CLICK HERE			
Big Idea Grant	CLICK HERE			
Comcast Innovation Fund	CLICK HERE			
NASE	CLICK HERE			
Rebuild the block	CLICK HERE			
Grant Interface	CLICK HERE			
Jack Daniel's	CLICK HERE			
Skip Grant Program	CLICK HERE			
Kinetic Business	CLICK HERE			
Entrepreneur Grant	CLICK HERE			
The Amplifier Grant	CLICK HERE			
Cadence Cash Thrive Grant	CLICK HERE			
fhg	CLICK HERE			

THANK YOU!

Completing this Grant Journal marks a major milestone in your journey to securing funding for your projects. By following the provided prompts and guidelines, you have strengthened your grant writing skills and become a more effective advocate for your business or organization.

Continue applying the tools and strategies outlined in this journal to stay organized, motivated, and focused on securing the resources needed to bring your projects to life. While the grant writing process can be challenging, perseverance and determination will lead to success. Learn from setbacks, celebrate achievements, and keep pushing forward.