



## Critical Questions to Ask Before Entering the Grant Proposal Writing Arena

By Kimberly Y. Warren, MS Ed– CEO  
The American Grant Writing Service, Inc.

1. Is your 501c3 updated (annual state registrations are current? annual 990's or postcard 990's have been filed?)
2. Do you have a federal withholding tax debt with your non-profit?
3. Have you received grants and large donations before?  
Federal? State? Local grants? Foundation/Corporate support?
4. We have many grant writing services, grant training and webinars available. Are you wanting to learn how to write, train your volunteers or board of directors, attend a training or retain a grant writer? Explain-
5. Do you have a budget for grant writing services? Fundraising? Professional Development?
6. We may be able to tailor your capital campaign and fundraising needs. What is your budget?
7. What are your pressing needs? (salaries, building, occupancy, vans/bus, equipment, etc.)
8. How much are you seeking?
9. What is your time frame or timeline to raise the funds?
10. Other questions or comments that would be helpful in determining the most appropriate services: (use back or a 2<sup>nd</sup> page)
11. What is the best way to contact you? (email, cell, office, time?)