

## Grant Resource File Checklist

Anyone who plans to apply for grants will be aided by the development of a grant resource file at the beginning of the process. This file will contain basic information about the library and service community. This type of information is requested by most funders and can be used in multiple proposals. The file may also contain information that is specific to a given project. The list below is designed to serve as a guide to the development of your own grant resource file.

### General Information about Your Library and Service Community

- Library mission statement
- Library organization chart
- Current library planning documents (e.g., 5-year or strategic plan)
- Latest annual report for library
- Basic library statistics, e.g.:
  - Collection
  - Facilities
  - Staffing
  - Hours of operation
  - Budget
- Service population statistics, e.g.:
  - Size
  - Ethnic breakdown
  - Socioeconomic data
  - Test scores (if school or academic library)
  - Reading levels (if relevant)
  - Crime statistics (if relevant)
- Library usage statistics, e.g.:
  - Circulation per capita
  - Reference questions per capita
  - Program attendance
  - Attendance at training/instructional programs
  - In-house usage
  - Website usage
  - Number of remote users served
- Any relatively current surveys of your service population
- Library salary schedule

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### **Grant-Specific Information**

- Do you know the internal procedures for getting approval for a grant application?
- Do you have the necessary authorization from your supervisors?
- Latest application information and guidelines from your funding source
- DUNS number for your library if you are applying for a federal grant
- Documentation of 501(c)3 status if funding source requires it
- Latest audit report if funding source requires it

### **Bonus – You’re Really Prepared If You Check These**

- You’ve assembled a team to work on the grant application
- You have a project advisory board that includes representatives from your target population
- You’ve already involved the target population in a needs assessment
- You have a good contact in your fiscal office to help you develop the budget – or you regularly work with the library budget yourself

The more boxes that you have checked, the better prepared you are to begin any grant writing task. To continue to prepare yourself, start assembling the information/items that are not checked off.