FREE TEMPLATE

Grant Boilerplate Library Template (Free PDF)

Nine reusable text blocks to fill in once and keep current, each with a short prompt, a last-updated date and a note of where the facts came from.

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> Boilerplate is the standard text about your organization that most applications ask for in some form. Write each block once, record where the facts came from, and keep it current. Boilerplate is a starting draft, never a finished answer: the funder's question, word limit and priorities come first, and every block must be tailored before it goes into an application.

Library details

Organization:

Library kept by:

Where the working copy is stored:

Next full review date:

The tailoring rule

Never paste a block unchanged. Before any block goes into an application:

- [ ] Read the funder's exact question and answer that question, not a similar one
- [ ] Cut or expand to the funder's word, character or page limit
- [ ] Lead with the facts that matter most to this funder's stated priorities
- [ ] Use the funder's terms for the population, the problem and the work
- [ ] Check every number and name against its source and update anything out of date
- [ ] Remove any mention of another funder or another project

1. Mission

Prompt: the board-approved mission statement, word for word. Add one plain sentence on what that means in practice.

Mission text:

Last updated:

Source of facts:

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2. History

Prompt: when and why the organization was founded, by whom, and two or three turning points since. Keep it to facts a reviewer can use.

History text:

Last updated:

Source of facts:

3. Programs

Prompt: each current program in two or three sentences: what it does, for whom, how often and at what scale in the most recent full year.

Programs text:

Last updated:

Source of facts:

4. Population served

Prompt: who you serve, where, how many in the most recent full year, and how you know. State the year for every figure.

Population text:

Last updated:

Source of facts:

5. Organizational capacity

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Prompt: evidence that you can deliver: past results, grants managed, systems for finance and data, key partnerships. Use facts and dates in place of adjectives.

Capacity text:

Last updated:

Source of facts:

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6. Staff bios

Prompt: three or four sentences for each key person: role, relevant experience, qualifications and what they do on funded projects. Ask each person to confirm their own bio.

Name	Role	Short bio	Confirmed by the person on

Last updated:

Source of facts:

7. Board

Prompt: number of members, how often the board meets, the skills and community ties represented, and how the board oversees finances. Keep the current member list ready as an attachment.

Board text:

Last updated:

Source of facts:

8. Financial summary

Prompt: the figures funders ask for most often, taken from your approved budget and most recent financial statements. Have your finance lead supply and check them.

Item	Figure	Fiscal year
Total annual operating budget		
Total revenue, most recent completed year		
Total expenses, most recent completed year		
Main revenue sources and their share		
Date of most recent audit or financial review		

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Financial summary text:

Last updated:

Source of facts:

9. Nondiscrimination statement

Prompt: copy your board-approved policy exactly. Do not write a new one for an application. If a funder requires specific wording, use the funder's wording and ask your leadership to confirm the organization can commit to it.

Statement text:

Date the board approved the policy:

Last updated:

Source of facts:

Review log

Review the whole library on a set schedule and after any major change, such as a new program, a new fiscal year or a change in leadership.

Date	Blocks reviewed	What changed	Reviewed by

> **Want help with this?** The Complete Grant Architect is a free 16-week grant writing course, and you can hire a grant writer for your next proposal. Both are at subthesis.com.

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