

## **Grant Documents to Keep on Hand**

IRS determination letter – 501(c)(3)

EIN number – the federal Employer Identification Number, aka the Federal Tax Identification Number

DUNS number – business identification number from Dun & Bradstreet; short for “data universal numbering system”

Form 990

US Congressional District number and names of those members of Congress

Mission statement

Institutional profile – long version (1 page) and short version (250 words)

Strategic plan – most recent

List of Board members

List of Staff members

Audit – most recent

Annual Report of organization – most recent

2-page résumés/CVs for staff members and regular consultants

List of supporting foundations, corporations, private donors

List of awards, good media PR, etc.