Worksheet 1: *Program Guidelines*

Use this worksheet to draft a set of grant program guidelines that you're willing to share with organizations interested in your support and the people helping build your pipeline. Your answers to Worksheet 1 will inform your answers in this worksheet. You can adapt it for a program that makes awards to individuals or impact investing criteria.

The boxes represent the information funders most often share and organizations most often want to know. However, only complete the information you're willing to share. You could also add a note that this is a draft subject to revision as you learn more about the issues and/or that you reserve the right to make awards that don't fit the criteria listed.

Vision statement	
Mission statement	
Values, principles, and/or donor intent language	
Social impact goals or funding priorities (populations, places, issues, ideals)	
Preferred approach(es) or funding niche	
Preferred attributes of applicants	
Other important criteria or screening factors	
Typical grant size and duration ranges	
How and when to request support (methods, materials, timeframes)	
Who will be making a decision and when to expect a response	
What we won't support	
Contact for more information	