

5 Quick Wins

to get

GRANT READY

Your step-by-step workbook to secure the funding your mission deserves.



JUMPSTART BUSINESS SERVICE!

WORKBOOK COMPANION TO THE JUMPSTART GRANT READINESS MINI-COURSE

A Message from the Founder



Dear Changemaker,

If you're here, it's because you care deeply about the work you do — and the people you serve. You see the gaps, the needs, and the possibilities for change. But you may also feel the pressure of doing it all with limited time, limited funding, and limited support.

I know that feeling. Many founders of color carry the weight of their communities' hopes while navigating systems that weren't designed with us in mind. It's easy to believe that grant readiness is something "other" organizations have — that you need a full team or a professional writer to compete.

You don't.

What you need is clarity, organization, and the right tools to communicate your impact. That's why I created 5 Quick Wins to Get Grant Ready — to show you that getting funder-ready doesn't have to be complicated or overwhelming. With a few focused steps, you can position your organization to attract the support it deserves.

This workbook is practical by design. It will help you tighten your mission, organize your key documents, and capture the measurable results you're already creating. Each win moves you closer to sustainability — not just for your organization, but for the communities depending on you to keep going.

You've already proven you can lead with heart. Now, let's make sure your systems match your vision.

With purpose and partnership,

Bettina

Bettina C. Lampkin
Founder, Jumpstart Business Service



Quick Win #1



Tighten Your Mission Statement

Your mission statement is the foundation of every funding story you'll tell. It should clearly express who you serve, what you do, and why it matters—in one powerful sentence.

A clear mission keeps your communication consistent and helps funders immediately understand your organization's purpose and impact.

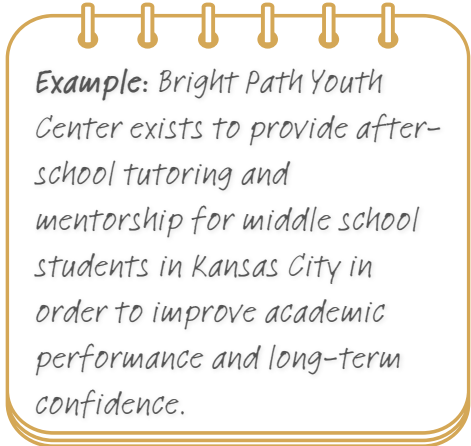
Mission Formula

Use this structure to create or refine your statement:

[Your Organization] exists to [do what] for [who] in order to [achieve what impact].

Your Draft Mission Statement

(Use the space below to write and revise your mission statement.)



Example: Bright Path Youth Center exists to provide after-school tutoring and mentorship for middle school students in Kansas City in order to improve academic performance and long-term confidence.

Reflection

How clear is your current mission?

Does it communicate purpose, audience, and impact?

What changes would make it more powerful or easier to remember?

Quick Win #2



Gather Your Key Documents

Being grant-ready means having your organizational documents clear, current, and easy to access. Funders want to see that you operate with structure and accountability – and having these files prepared shows you take both seriously.

Think of this step as building your Grant Readiness Toolkit. Once these documents are organized, you'll save hours on every application you submit.

Grant Readiness Checklist

Check off what you already have, and note what needs to be created or updated.

- ☐ 501(c)(3) IRS Determination Letter
- ☐ Current Year Operating Budget
- ☐ Most Recent 990 Tax Form
- ☐ Board of Directors List (with affiliations)
- ☐ Organizational Chart

Notes:

Quick Win #3



Track Your Impact Numbers

Funders love data — but they also love stories that bring those numbers to life. The strongest grant applications combine both: measurable outcomes and real examples of transformation.

Tracking your impact helps you communicate progress, demonstrate accountability, and build confidence with funders who want to invest in organizations that deliver results.

Your Key Impact Metrics

List 3 measurable outcomes or success indicators that show your organization's effectiveness.

Your Story of Impact

Add one client story, testimonial, or success example that shows the real-world difference your organization makes.

Reflection

*How do your numbers and stories work together to show real, measurable change?
What patterns or insights stand out as you document your results?*

Quick Win #4



Create a Basic Program Description

Every funder wants to understand what you actually do—and why it matters. A strong program description helps them see your clarity, credibility, and impact. It should explain the need you address, who you serve, what you provide, and the results you deliver—all in plain, measurable language.

Think of this as your “program snapshot.” It’s the paragraph you’ll reuse across applications, websites, and reports.

4-Part Program Summary Framework

Use this structure to describe your program clearly and concisely:

The Need | What problem does your program address?

Who You Serve | Who benefits from your work (age, location, background)?

What You Do | What services or activities do you provide?

Expected Outcomes | What results or impact do you expect to see?

Reflection

*How does your program create measurable, lasting impact for your community?
What evidence—stories, data, or testimonials—best illustrate that success?*

Quick Win #5



Identify Right-Fit Funders

Not every grant is the right fit—and that’s a good thing. The most successful organizations focus their energy on funders whose priorities truly align with their mission, audience, and outcomes.

This step is about working smarter, not harder. When you invest time in researching funders that share your values, your proposals land stronger, your relationships grow faster, and your funding pipeline becomes more sustainable.

Funder Research Table

Use the table below to start mapping your best-fit opportunities.

Funder	What They Fund	Deadline
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Reflection

How well do these funders align with your mission, programs, and desired impact?

What additional criteria (like location, funding range, or focus area) could help you refine your list?



Create a simple spreadsheet or shared document to track funder names, contact details, application deadlines, and award history. Update it monthly—your future self (and your grant writer) will thank you.

You Did It!



You've officially completed the **5 Quick Wins to Get Grant Ready** workbook — and that's something to celebrate.

By tightening your mission, organizing your documents, tracking your impact, clarifying your programs, and identifying right-fit funders, you've built a stronger foundation for your next season of growth.

Remember: **you don't need to do everything at once**—but every organized folder, every clarified statement, and every measurable outcome moves you closer to funding success.

You are *not behind*.

You are *becoming ready*.

What's Next

This workbook is just the beginning. JumpStart offers a full suite of services to help you go from grant ready to grant winning.

Here's how you can keep growing with us:

1. **Grant Readiness Audit** – A personalized review of your organization's materials with clear, actionable feedback.
2. **Grant Writing & Strategy Support** – Done-with-you services to help you plan, write, and manage successful grant applications.
3. **JumpStart Nonprofit Academy** – (*Coming Soon*) Join our learning community for step-by-step training, templates, and ongoing support from other founders and nonprofit leaders.

Stay Connected

 Website: www.jumpstartbusinessservices.com

 Email: support@jumpstartbsvc.com

At JumpStart, we believe your mission deserves the resources to thrive.
We're here to help you fund the change you were born to create.

Let's keep building. Together.