

NONPROFIT MASTERMIND & GRANT WRITING

Strategic Grant Resources for High-Impact Organizations

FREE ACTIONABLE DELIVERABLE

52 Weekend Wins for Grant Writers: 10 Actionable Sample Tasks

Welcome to your 10-task free sample! Small, consistent steps build powerful grant writing engines. Spend 15 minutes on any weekend to complete one of these high-leverage micro-tasks.

How to Use This Guide: Pick 1 task each weekend. Use the interactive checkboxes to track your progress and keep your grant library updated before major deadlines strike!

WIN #1: PROFILES & COMPLIANCE

Est. Time: 15 Mins

Update Your Organization Profiles

Ensure your organization's core profiles across official grant portals are active, accurate, and fully updated.

- ☐ Log into SAM.gov and verify active registration and UEI status expiration date.
- ☐ Check Candid (GuideStar) profile and update board roster or financial upload for Seal of Transparency.

- ☐ Confirm Grants.gov Authorized Organization Representative (AOR) credentials are active.

WIN #2: FUNDER PROSPECTING

Est. Time: 15 Mins

Research 3 New Funder Prospects

Identify 3 prospective foundations or corporate giving programs that align with your mission and geographic scope.

- ☐ Search Foundation Directory, state database, or Form 990-PF filings for local grantmakers.
- ☐ Verify grant award ranges, past recipient types, and upcoming submission deadlines.
- ☐ Add qualified prospects to your master funding pipeline tracker.

WIN #3: NARRATIVE ASSETS

Est. Time: 15 Mins

Draft a Master Needs Statement Outline

Outline core community challenges, target population statistics, and gap analyses into a reusable 1-page narrative block.

- ☐ Gather 3 current statistical data points defining the problem in your service area.
- ☐ Write a 2-paragraph problem summary explaining why immediate funding is needed.
- ☐ Save the snippet in your Master Grant Boilerplate folder for quick copy-pasting.

WIN #4: APPLICATION REVIEW

Est. Time: 15 Mins

Review Last Year's Top Grant Application

Audit last year's highest-scoring or awarded grant application to extract winning language and identify areas for improvement.

- ☐ Highlight high-scoring narrative responses, logic models, or budget justifications.
- ☐ Note any reviewer critique or missing attachments from previous feedback letters.
- ☐ Flag outdated statistics or staff titles that require updating before the next submission.

WIN #5: GOVERNANCE ASSETS

Est. Time: 15 Mins

Update Your Board Roster & Giving Records

Keep board member details, professional affiliations, and giving participation figures ready for funder attachments.

- ☐ Update board roster list with current titles, employer affiliations, and term dates.
- ☐ Calculate current board giving percentage (aim for 100% participation for foundation grants).
- ☐ Export the updated board list as a clean PDF attachment ready for applications.

WIN #6: FILE ORGANIZATION

Est. Time: 15 Mins

Clean Up & Standardize Grant Files

Organize cloud storage folders so every team member can locate key attachments instantly during proposal crunch time.

- ☐

Create standard subfolders: 01_Governance, 02_Financials, 03_Narratives, 04_Attachments.



Archive outdated draft versions and standardize file names with YYYY-MM-DD date prefixes.



Verify 501(c)(3) tax letter, IRS Form 990, and audited financial PDFs are in place.

WIN #7: OUTREACH ASSETS

Est. Time: 15 Mins

Write a 1-Page Letter of Inquiry (LOI) Draft

Draft a versatile, 1-page Letter of Inquiry template that can be customized quickly for foundation inquiries.



Write a compelling opening hook stating request amount and project goal.



Draft 2 paragraphs summarizing organizational track record and proposed solution.



Add a clear closing invitation for a brief discovery call or formal proposal invitation.

WIN #8: RESEARCH & DATA

Est. Time: 15 Mins

Gather 3 Fresh Data Sources

Collect updated local statistics and research studies to back up your program narrative with undeniable evidence.



Search US Census, local health department, or school district reports for recent figures.



Pull client survey results or recent program outcome data from your internal team.



Save citations and links into a central Data Citation Swipe File.

WIN #9: FINANCIAL PREP

Est. Time: 15 Mins

Review & Standardize Budget Categories

Streamline your program budget templates, fringe benefit rates, and line-item narrative justifications.

- ☐ Confirm current employee fringe benefit percentage rate with finance/accounting.
- ☐ Review indirect cost allocation rate and ensure federal or de minimis rates are documented.
- ☐ Draft line-item budget narrative descriptions for personnel, travel, and supplies.

WIN #10: WEEKLY PLANNING

Est. Time: 15 Mins

Plan Next Week's Grant Priorities

Spend 15 minutes on Sunday afternoon setting your top 3 grant goals to hit the ground running on Monday morning.

- ☐ Review upcoming submission deadlines over the next 30 to 60 days.
- ☐ Identify 3 high-priority proposal drafting or outreach tasks for the week.
- ☐ Block dedicated 90-minute deep work sessions on your calendar for grant writing.

TAKE YOUR GRANT WRITING TO THE NEXT LEVEL

Get All 52 Weekend Wins with The Grant Writer's Mindset (\$47)

Loved these 10 actionable sample tasks? Unlock the complete 52-week system designed to guide you through an entire year of strategic, stress-free grant seeking!

Inside The Grant Writer's Mindset (\$47), you get:

- All 52 Weekend Win Action Cards covering prospecting, writing, budgets, compliance, and funder stewardship.
- Annual Grant Calendar System & Habit Trackers.
- Proposal Acceleration Swipe File & Template Library.
- Mindset & Overcoming Rejection Frameworks for Grant Professionals.

Get The Grant Writer's Mindset (\$47) Today »

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