



## Do you need help?

Need assistance in preparing your **AmTryke®** Grant?

National AMBUCS can offer you support:

Email: Bob Richard  
National AmTryke®  
Grant Coordinator  
at  
[bobr@ambucs.org](mailto:bobr@ambucs.org)

Visit us at [ambucs.org](http://ambucs.org) and go to "Member Resources" and check out the additional grant information found in the Instruction Guide Section.

Documents you should have before starting the grant process:

1. Your Chapter's Federal Employer Identification Number (FEIN) which can be found on your Form 990 Federal Income Tax Return or it is available by calling the AMBUCS Resource Center.
2. IRS 501(c) (3) determination letter which is available from the National AMBUCS website.
3. A list of your Board of Directors
4. Your 990 Federal Income Tax Return. If your Chapter's gross receipts are less than \$25,000 all you have to do is file a 990EZ online. Be sure you print a copy for your records as you will need to submit it with many of the grants to which you apply.
5. Your Chapter's budget.
6. A copy of your Chapter's financial statement or audit if you were required to complete one.
7. The project budget for the AmTrykes® for which you are seeking funding.
8. A list of major sources of support. Where have you received your funding? A raffle, charity auction a donation or maybe a grant.



## Grant Writing for the



The therapeutic tricycle for children with disabilities

### National AMBUCS, Inc.

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High Point, NC 27262

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*Creating Mobility And Independence For People With Disabilities*

**Grant writing** is one of the most common ways that not-for-profits raise money for their projects. AmTrykes® are a perfect fit for many grant agencies.

Often times the mere mention of grant writing sends people running. Many think there is some magical power needed to prepare a successful grant. Actually all that is needed is a good project, a good proposal, a realistic budget, and how you plan to complete the project.

All of these are easily addressed when seeking funding for the AmTryke® therapeutic tricycle.

Having said that, this brochure isn't going to make you a top notch grant writer, it only scratches the surface. But with each grant you prepare the better you will become at successful grant writing.

No matter how good your proposal is there are times when it just won't match up correctly with the potential donor. Don't be discouraged, try again and you will succeed.

The first thing you need to do is to find grant sources. Often times you have to look no further than your own back yard. Find out who helps fund the other not-for-profits in your community. There is a free website at <http://nccsdataweb.urban.org> that may help you locate private foundations in your area. Call Bob Richard at the Resource Center to help navigate this site.

Once you have found a funding source review their grant announcement and be sure that the AmTryke® is a good fit. If you are not sure, call the contact person listed for the grant you are considering. Remember they are looking for good causes to support and they will be more than happy to answer your questions.

The grant notice will often explain what is needed to complete the grant application. It is a common requirement to ask for information about your chapter, a brief abstract explaining the intent of your project, a complete program description, a budget, the population served, a time line for your project, and an explanation of the type of evaluation process your Chapter will use to show the project was successful.

One of the most important aspects of grant writing is the deadline. You must have the grant proposal to the donor before the deadline listed in the grant proposal or the proposal will not receive any consideration.

Donors provide grant funds because they want to provide funding for projects they feel are important. But, in exchange for that consideration they expect their requirements to be met. There will always be more requests than available funding so you must make every effort to meet the donor's requirements.

National AMBUCS, Inc. is here to help you in your efforts. Although we can not write each grant request for each chapter we can provide you the support that can assist you in the preparation of your grant document.

Your first grant will be your toughest and after you have written a few you will wonder what all the fuss was about. You can be a successful AmTryke® grant writer and help give the gift of mobility to children with disabilities.

Thank you for all you do!