

# Information to Track on Funders & Grants

## Funder Information:

- **Funder Name**
- Description
- Areas of Interest
- Funder Categories ([customize the way you tag or group your funders](#))
- Type (Corporation, Foundation, Government, Other)
- Tax ID (GrantHub can help look up this for you using Funder Name)
- Phone
- Fax
- Email
- Website
- Custom Link
- Min Funding Amount
- Max Funding Amount
- Twitter
- Facebook
- LinkedIn
- Instagram
- Pinterest
- Contact info (name, title, email, phone, fax, contact address, etc.)
- Address fields – could have multiple addresses

## Grant Information:

- **Opportunity Name (typically a combo of funder name + program + year)**
- Description
- **Funder**
- Funder Contact
- **Owner (who is responsible for submitting this application)**
- **Proposal Deadline**
- Funder's Notification Date
- **Amount Requested**
- Amount Expected
- **Funding Type (Pick one: General Operating Support, Program Funds, Capital Campaign Support, Other)**
- Category (program/project names)
- **Status (Pick one: Research, Planned, In-Progress, Submitted, Awarded, Awarded-Closed, Denied, Withdrawn)**
- Application Type (online, Email, Mail, Other)
- Application Submission Details
- **Amount Awarded (if Applicable)**
- **Decision Date (if Applicable)**
- Award Term Start Date
- Award Term End Date
- Award ID
- Award Details

**RED information reflects key information**