



FOR THE LIFE OF YOUR BUSINESS

How to Write a 2-Page Grant Proposal

Presented by Cheryl Smith, CEO
Dewlyn Nonprofit Services

score.org





Translate

View by Business Stage Find a Mentor Get Business Training Volunteer

Memphis Local Business Education Local Resources Blog & News About Mentorship

SCORE Memphis

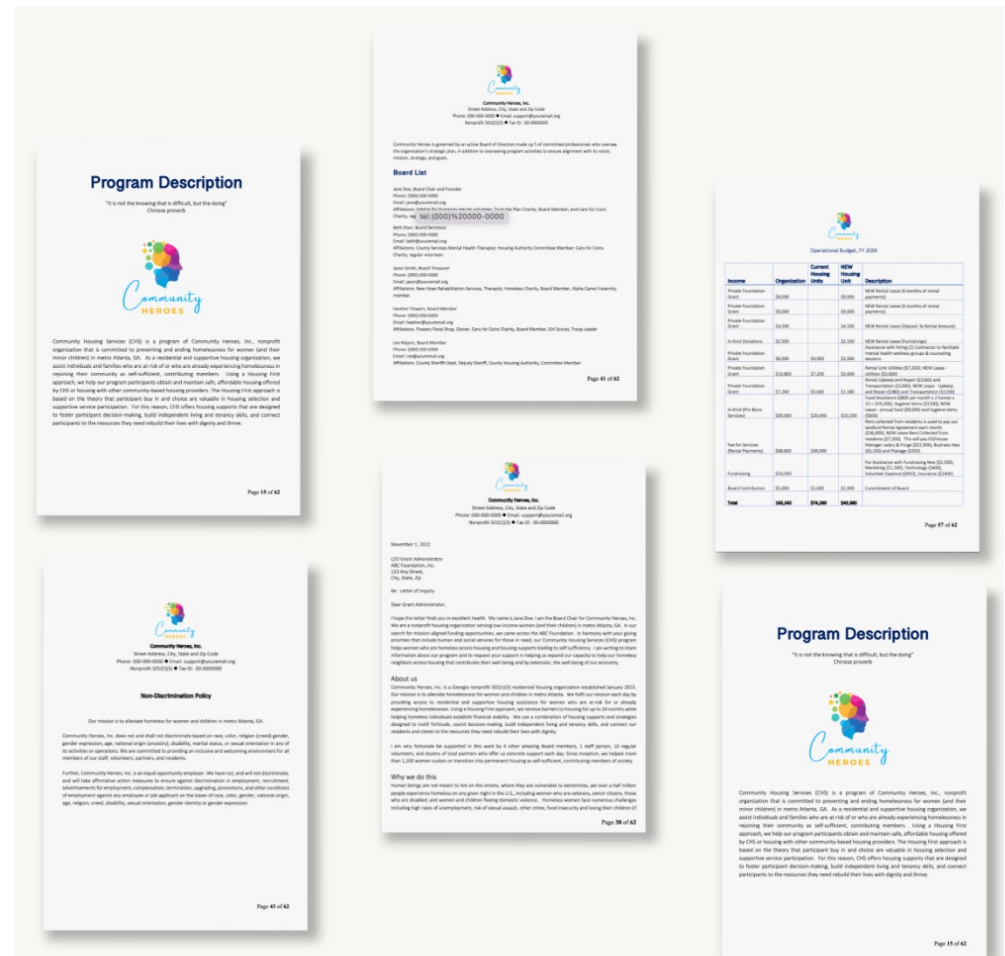
What can SCORE do for your small business?

The Memphis SCORE chapter provides business mentoring services and educational workshops to entrepreneurs and small-business owners located in Shelby County, western Tennessee, DeSoto County in Mississippi and eastern Arkansas.

GET BUSINESS EDUCATION



How to Write a 2-Page Grant Proposal





C. Smith

About me

- CEO of Dewlyn Nonprofit Services & CommunityHeroes.us
- Nonprofit trainer for SCORE (multiple U.S. Chapters), private, faith-based organizations, and Udemy.com trainer.
- Nonprofit expert, consultant, and grant-writer.
- Author of book: ***21 Ways to Fund a Nonprofit.***
- Author of ***2-Page Mini Grant Proposals on Etsy.com.***
- Supports over 3,000 nonprofit organizations in the U.S. and abroad every year.
- Masters in Public Administration.
- Member of the American Grant Writers Association.
- 25 years nonprofit experience in the nonprofit sector.

Your Nonprofit is a Business.



Nonprofits face many of the **same financial dilemmas** as their for-profit counterparts -- need for cash-flow to start, sustain, and expand operations.

Charitable Giving

Americans give **BILLIONS of dollars** to charities every year.

In 2021, Americans gave over \$484 Billion to charity.

= Over \$1 Billion given **every** day.



How the world thinks nonprofits get money:



Learning Objectives

After today's discussion, you'll be able to:

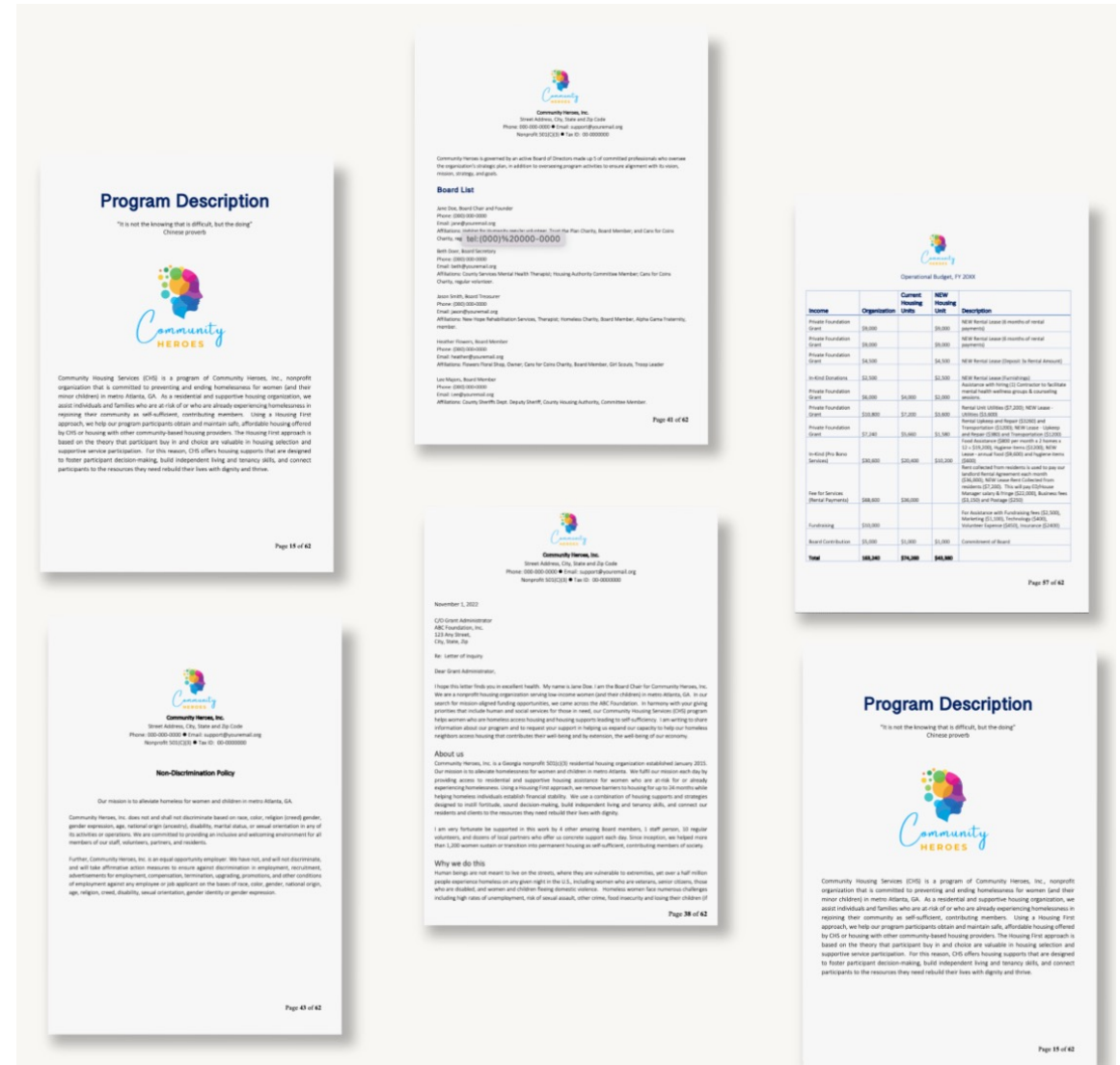
1. Develop a 2-page proposal for multiple funders.
2. Describe what is included in a mini proposal package.
3. Understand how to prepare your budget for funding applications.
4. Locate funding opportunities.



What is a 2-Page Proposal

Short-form proposal package that includes:

- Mini Proposal or Letter of Inquiry
- Board List
- Budget(s)
- Letter of Inquiry



Letter of Inquiry

What is a Letter of Inquiry?

A letter of inquiry (LOI) is a 2 -4-page document that is used to seek funding .



123 Best Street Blvd., Suite 100, Atlanta, GA 30331
Main: 000-000-0000 • Email: hello@website.org
Website: www.website.org • EIN: 00-0000000

January 1, 2022

ABC Foundation
123 Any Street, Suite 100
Atlanta, GA 30303

Dear Grant Administrator,

I hope this letter finds you in good health. My name is Jane Doe. I am the Board Chair for Community Heroes, Inc., a nonprofit organization dedicated to providing clean water resources for the metro Atlanta residents. Our mission is to provide safe water solutions for Georgia residents. In our search for mission-aligned funding opportunities, we came across the ABC Foundation. In harmony with your giving priorities that include support for environmental charities, we work to ensure our community has access to clean water resources that are affordable and beneficial for health. I am writing to share exciting information about the program and to request your support in helping us expand our services statewide.

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Why we do this

Although access to clean drinking water is a fundamental human need, unclean water supplies continue to be a persistent and visible issue in the United States. In fact, drinking water systems serving millions of people across the U.S. fail to meet state and federal safety standards. And according to the U.S. Environmental Protection Agency (EPA), drinking water with unsafe levels of contaminants, can cause health effects, such as gastrointestinal illnesses, nervous system or reproductive effects, and chronic diseases such as cancer. Sadly, based on CDC reports, diseases from dirty water kill more people every year than all forms of violence. By contrast, when people have access to clean

Letter of Inquiry

The Letter of Inquiry (LOI) includes:

- Who you are
- Organization Background
- Program Name & Description
- Statement of Need
- Target Population
- Goals
- Request Details



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Board List

What is a Board List?

This is a formatted list of everyone that sits on your nonprofit board.



Street Address, City, State and Zip Code
Phone: 000-000-0000 • Email: support@youremail.org
Nonprofit 501(C)(3) • Tax ID: 00-0000000

Community Heroes is governed by an active Board of Directors made up 5 of committed professionals who oversee the organization's strategic plan, in addition to overseeing program activities to ensure alignment with its vision, mission, strategy, and goals.

Board List

Jane Doe, Board Chair and Founder

Phone: (000) 000-0000

Email: jane@youremail.org

Experience: Mental Health Therapist and Substance Abuse Counselor.

Affiliations: Habitat for Humanity regular volunteer, Trust the Plan Charity, Board Member; and Cans for Coins Charity, regular volunteer.

Beth Doer, Board Secretary

Phone: (000) 000-0000

Email: beth@youremail.org

Affiliations: County Services Mental Health Therapist; Housing Authority Committee Member; Cans for Coins Charity, regular volunteer.

Jason Smith, Board Treasurer

Phone: (000) 000-0000

Email: jason@youremail.org

Affiliations: New Hope Rehabilitation Services, Therapist; Homeless Charity, Board Member, Alpha Gama Fraternity, member.

Heather Flowers, Board Member

Phone: (000) 000-0000

Email: heather@youremail.org

Affiliations: Flowers Floral Shop, Owner; Cans for Coins Charity, Board Member, Girl Scouts, Troop Leader

Board List

Example:

Jane Doe: Board Chair and Founder

Phone: (000) 000-0000

Email: jane@youremail.org

Experience: Mental Health Therapist

Affiliations: Habitat for Humanity regular volunteer, Trust the Plan Charity, Board Member; and Cans for Coins Charity, regular volunteer.



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Email: jane@youremail.org

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Email: jason@youremail.org

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Heather Flowers, Board Member

Phone: (000) 000-0000

Email: heather@youremail.org

Affiliations: Flowers Floral Shop, Owner; Cans for Coins Charity, Board Member, Girl Scouts, Troop Leader

Lee Majors, Board Member

Phone: (000) 000-0000

Email: Lee@youremail.org

Affiliations: County Sheriffs Dept. Deputy Sheriff, County Housing Authority, Committee Member.



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Operations Budget FY 20xx

Income	Organization	Program	Description
Private Foundation Grant	\$11,035		Seeking assistance with operations - Salaries & Fringe (\$11,035)
Private Foundation Grant	\$11,035		Seeking assistance with operations - Salaries & Fringe (\$11,035)
Private Foundation Grant	\$6,830		Seeking assistance with operations - Business Fees (\$3080), Insurance (\$3000), Postage (\$250) and Permits (\$500)
Private Foundation Grant	\$3,300	\$3,300	Seeking assistance with Chemicals/Treatment (\$800), Sampling (\$1,000), Materials, Parts & Repairs (\$1,500)
Private Foundation Grant	\$8,000	\$8,000	Seeking assistance with (1) Contractor for testing and distribution work
Private Foundation Grant	\$20,000	\$20,000	Seeking assistance with purchase of prefabricated water tower (50% of \$40,000)
Private Foundation Grant	\$20,000	\$20,000	Seeking assistance with purchase of prefabricated water tower (50% of \$40,000)
In-Kind (Pro Bono labor and materials)	\$14,000	\$14,000	Seeking assistance with materials and labor to reinforce concrete slab for well
Corporate contributions	\$5,000	\$5,000	Seeking assistance with purchase of 500 handpump water sensors
Corporate contributions	\$10,000	\$10,000	Seeking assistance with purchase of water for distribution
Fundraising Board Contribution	\$10,000	\$10,000	Seeking assistance with purchase of water for distribution
	\$5,000	\$5,000	Commitment of Board (\$5,000)
Total	124,200	\$95,300	
Expenses	Organization	Program	Description
Salaries	\$20,000		Part-time Executive Director (\$24,000)

Budgets

What is a budget?

A financial document that outlines your anticipated income and expenses for the program year.



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Total	124,200	\$95,300	
Expenses	Organization	Program	Description
Salaries	\$20,000		Part-time Executive Director (\$24,000)

Operational Budget

- Income, expenses, and descriptions
- Organization and Program income and expenses



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Program Budget 20xx

Expenses	Amount	Description
Chemicals and Treatment	\$800	Added chemical disinfectants (such as chlorine, chloramine, or chlorine dioxide) to kill any remaining parasites, bacteria, or viruses.
Sampling	\$1,000	Representative portions of water collected for testing.
Materials, Parts & Repairs	\$1,500	Water flow meter, level pump, digital multimeter, well liner, other replacement parts.
Contractors	\$8,000	2 contractors needed for water testing and deliveries (4 hours per week for 40 weeks at \$25 per hour 2 ppl = \$8,000)
Water Tower	\$40,000	Prefabricated water tower capable of holding up to 10,000 gallons
Well Reinforcement	\$14,000	Reinforce concrete slab (for 1 wells @ \$14,000 including labor and supplies)
Handpump Water Sensors	\$5,000	Handpump water sensors - wholesale (\$10 x 500= \$5,000) for residents with wells.
Water Purchase	\$20,000	Wholesale Purchase and Distribution of 40,000 gallons of drinking water x \$.50 = \$20,000 (includes packing and shipping costs)
Total	\$90,300	

Program Budget

Program expenses and descriptions.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

YOUR NONPROFIT, INC.
P. O. BOX 123
MISSION WAY, CA 95050

Employer Identification Number:
12-3456789
DLN:
123456789910
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required
Yes
Effective Date of Exemption
January 3, 2002
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because of this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

IRS Tax Determination Letter

- Accounting Period End Date
- Public Charity Status
- Form 990 Required
- Effective Date of Exemption



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Program name: Community Heroes Water

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Program name: Community Heroes Water

Our target area includes people living in low-income metro Atlanta communities that have limited access to clean drinking water.

Our goals

Our chief aim is to provide safe drinking water for low-income communities in our target area.

Program SMART Goals

1. To acquire a prefabricated water storage tank that can hold up to 10,000 gallons of water by December 31, 20XX.
2. To rehabilitate up to 3 high-quality water-point structures by December 31, 20XX.
3. Reinforce concrete slabs for 2 residential wells December 31, 20XX.
4. Distribute 500 handpump water sensors for residents with well by December 31, 20xx.
5. Disburse 10,000 gallons of water every quarter (40,000 gallons total) of clean water units to low-income communities by December 31, 20XX.

About our request

We are requesting \$10,000 to help us offset the cost of a new prefabricated water storage tank that will allow us to test, rehabilitate, store, and disburse water supplies in our target area.

Our program budget

About our request

We are requesting \$10,000 to help us offset the cost of a new prefabricated water storage tank that will allow us to test, rehabilitate, store, and disburse water supplies in our target area.

Our program budget

Program Budget: \$90,300. (See attached)

Thank you in advance for your time and consideration. I look forward to the opportunity to share more about our program, partners, and successes with you!

Kind Regards,

Jane Doe

Mrs. Jane Doe, Board Chair
Community Heroes, Inc

What you'll need to apply for most funding opportunities:

1. The Letter of Inquiry
2. Your Board List
3. Your Budget
4. Your IRS Tax Determination Letter
5. Any other documents the funder has requested.

Be sure the funder is accepting Letter of Inquires and follow funder guidelines before sending!





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Program Budget 20xx

Expenses	Amount	Description
Chemicals and Treatment	\$800	Added chemical disinfectants (such as chlorine, chloramine, or chlorine dioxide) to kill any remaining parasites, bacteria, or viruses.
Sampling	\$1,000	Representative portions of water collected for testing.
Materials, Parts & Repairs	\$1,500	Water flow meter, level pump, digital multimeter, well liner, other replacement parts.
Contractors	\$8,000	2 contractors needed for water testing and deliveries (4 hours per week for 40 weeks at \$25 per hour 2 ppl = \$8,000)
Water Tower	\$40,000	Prefabricated water tower capable of holding up to 10,000 gallons

Sampling	\$1,000	\$1,000	Representative portions of water collected for testing.
Materials, Parts & Repairs	\$1,500	\$1,500	Water flow meter, level pump, digital multimeter, well liner, other replacement parts.
Contractors	\$8,000	\$8,000	2 contractors needed for water testing and deliveries (4 hours per week for 40 weeks at \$25 per hour 2 ppl = \$8,000)
Water Tower	\$40,000	\$40,000	Prefabricated water tower capable of holding up to 10,000 gallons

Using the below Program Budget as an example, consider requesting funding in this manner:

- Request \$800 for Chemicals and Treatment from **Funder 1**.
- Request \$1,000 for Water Sampling expenses from **Funder 2**.
- Request \$1,500 for Materials, Parts, and Repair expenses from **Funder 3**.
- Etc. (and so on...)

Program Budget FY 2023

Expenses	Program	Description
Chemicals and Treatment	\$800	Added chemical disinfectants (such as chlorine, chloramine, or chlorine dioxide) to kill any remaining parasites, bacteria, or viruses.
Water Sampling	\$1,000	Representative portions of water collected for testing.



Awesome Grant Databases

Grantmakers.io

- Free access to thousands of grant-making funders. Visit: <https://www.grantmakers.io>

Foundationcenter.org

- Free access to Foundation Center database and resources at a location near you at no cost. Visit: <http://https://fconline.foundationcenter.org>

GrantGopher.com

- Free Search Available: Yes. Visit: <https://grantgopher.com>

Instrumentl

- Free Search Available: Yes. Limited search at: <https://www.instrumentl.com/browse-grants>

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Bill and Melinda Gates

Search

Geography Organization Financials

STATE

Enter state

ZIP CODE

Enter zip code

Radius

METRO STATISTICAL AREA (MSA)

Enter MSAs

CITY

Enter city

Select city

75 results found. [Clear search](#)

BILL & MELINDA GATES foundation

Bill & Melinda Gates Foundation Trust

HQ Seattle, WA | EIN: 91-1663695

The *Bill & Melinda Gates* Foundation Trust, manages the endowment assets. The Foundation Trust holds the endowment, including the annual installments of Warren Buffett's gift, and funds the foundation. *Bill* and *Melinda* are the trustees for the Foundation Trust, and the endowment continues to be managed, as it has been for more than 10 years, by a team of outside investment managers. The primarily ... primarily role of the Trust is to manage the investment assets and transfer the proceeds to the *Bill & Melinda Gates* Foundation as necessary to achieve the Foundation's charitable goals. ...

GROSS RECEIPTS ⓘ
\$100,453,552,349

ASSETS
\$53,927,171,316

BILL & MELINDA GATES foundation

BILL & MELINDA GATES FOUNDATION

Silver

Seattle, WA | EIN: 56-2618866

Guided by the belief that every life has equal value, the *Bill & Melinda Gates* Foundation works to help all people lead healthy, productive lives. In developing countries, it focuses on improving people's health and giving them the chance to lift themselves out of hunger ... fewest resources—have access to the opportunities they need to succeed in school and life. Based in Seattle,

GROSS RECEIPTS ⓘ
\$6,824,803,287

ASSETS
\$54,953,064,583

Mission

Guided by the belief that every life has equal value, the Bill & Melinda Gates Foundation works to help all people lead healthy, productive lives. In developing countries, it focuses on improving people's health and giving them the chance to lift themselves out of hunger and extreme poverty. In the United States, it seeks to ensure that all people—especially those with the fewest resources—have access to the opportunities they need to succeed in school and life. Based in Seattle, Washington, the foundation is led by CEO Mark Suzman, under the direction of Bill Gates, Melinda French Gates, and Warren Buffett.

Ruling year ⓘ

2007

EIN

56-2618866



Chief Executive Officer

Dr. Mark Suzman

Subject area ⓘ

Philanthropy
Foundations

IRS filing requirement

This organization is required to file an IRS Form 990-PF.

Main address

PO Box 23350
Seattle, WA 98102 USA

[Show more contact info](#)

Population served ⓘ

Children and youth
Adults

Tax forms

[Show Forms 990](#)

NTEE code ⓘ

Private Grantmaking
Foundations (T20)

Communication



Form **990-PF** **Return of Private Foundation**
 or Section 4947(a)(1) Trust Treated as Private Foundation
 Department of the Treasury Internal Revenue Service
 ▶ Do not enter social security numbers on this form as it may be made public.
 ▶ Go to www.irs.gov/Form990PF for instructions and the latest information.
 OMB No. 1545-0052
2019
 Open to Public Inspection

For calendar year 2019, or tax year beginning 01-01-2019, and ending 12-31-2019

Name of foundation: BILL & MELINDA GATES FOUNDATION
 A Employer identification number: 56-2618866
 Number and street (or P.O. box number if mail is not delivered to street address): PO BOX 23350
 B Telephone number (see instructions): (206) 709-3100
 City or town, state or province, country, and ZIP or foreign postal code: SEATTLE, WA 98102
 C If exemption application is pending, check here:
 G Check all that apply: Initial return Initial return of a former public charity
 Final return Amended return
 Address change Name change
 D 1. Foreign organizations, check here:
 2. Foreign organizations meeting the 85% test, check here and attach computation:
 H Check type of organization: Section 501(c)(3) exempt private foundation
 Section 4947(a)(1) nonexempt charitable trust Other taxable private foundation
 E If private foundation status was terminated under section 507(b)(1)(A), check here:
 I Fair market value of all assets at end of year (from Part II, col. (c), line 16): \$ 51,038,075,591
 J Accounting method: Cash Accrual
 Other (specify) _____
 (Part I, column (d) must be on cash basis.)
 F If the foundation is in a 60-month termination under section 507(b)(1)(B), check here:

Part I Analysis of Revenue and Expenses (The total of amounts in columns (b), (c), and (d) may not necessarily equal the amounts in column (a) (see instructions).)		(a) Revenue and expenses per books	(b) Net investment income	(c) Adjusted net income	(d) Disbursements for charitable purposes (cash basis only)
REVENUE	1 Contributions, gifts, grants, etc., received (attach schedule)	5,861,673,446			
	2 Check <input type="checkbox"/> if the foundation is not required to attach Sch. B				
	3 Interest on savings and temporary cash investments	379,571	379,571		
	4 Dividends and interest from securities				
	5a Gross rents				
	b Net rental income or (loss)				
	6a Net gain or (loss) from sale of assets not on line 10	-7,500,060			
	b Gross sales price for all assets on line 6a	18,600,808			
	7 Capital gain net income (from Part IV, line 2)		0		
	8 Net short-term capital gain				
	9 Income modifications				
10a Gross sales less returns and allowances					
b Less: Cost of goods sold					
c Gross profit or (loss) (attach schedule)					
11 Other income (attach schedule)	5,546,080	5,111,046			
11 Total. Add lines 1 through 11	5,860,099,037	5,490,617			
SES	13 Compensation of officers, directors, trustees, etc.	9,592,077	0	9,592,077	
	14 Other employee salaries and wages	312,776,429	0	312,187,310	
	15 Pension plans, employee benefits	102,984,200	0	104,022,356	
	16 Legal fees (attach schedule)	6,015,354	180,000	5,716,354	



Tax Exempt Organization Search

Select Database [?](#)

Search All [dropdown arrow]

Search By [?](#)

Employer Identification Number (EIN) [dropdown arrow]

Search Term [?](#)

XX-XXXXXXX or XXXXXXXXXX

Enter EIN Number [input field]

City

Enter City [input field]

State

All States [dropdown arrow]

Country

United States [dropdown arrow]

RESET

SEARCH

[Search Tips](#)

Bill & Melinda Gates Foundation

EIN: 56-2618866 | Seattle, Washington, United States

Other Names

BILL AND MELINDA GATES FOUNDATION

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.
On Publication 78 Data List: Yes
Deductibility Code: PF [?](#)

Copies of Returns (990, 990-EZ, 990-PF, 990-T)

Electronic copies (images) of Forms 990, 990-EZ, 990-PF or 990-T returns filed with the IRS by charities and non-profits.

▼ Tax Year 2019 Form 990T

▲ Tax Year 2019 Form 990PF		
Organization Name: BILL AND MELINDA GATES FOUNDATION	Return ID: 2867428	Copy of Return: 2019 Form 990PF Filing
EIN: 56-2618866	Filing Type: E	
Tax Period: 201912	Return Type: 990PF	

Form **990-PF** **Return of Private Foundation**
 or Section 4947(a)(1) Trust Treated as Private Foundation
 Department of the Treasury Internal Revenue Service
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2019
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For calendar year 2019, or tax year beginning 01-01-2019, and ending 12-31-2019

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 B Telephone number (see instructions): (206) 709-3100
 City or town, state or province, country, and ZIP or foreign postal code: SEATTLE, WA 98102
 C If exemption application is pending, check here:
 G Check all that apply: Initial return Initial return of a former public charity
 Final return Amended return
 Address change Name change
 D 1. Foreign organizations, check here:
 2. Foreign organizations meeting the 85% test, check here and attach computation:
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	15 Pension plans, employee benefits	102,984,200	0	104,022,356	
	16 Legal fees (attach schedule)	6,015,354	180,000	5,716,354	

← About

How we work

[Our commitment to grantees](#)

[Grant opportunities](#)

[Grant applicant FAQ](#)

[What we do not fund](#)

[Strategic Investments](#)





ABC Foundation, Inc.

Deadline: None

Location: Anywhere in the United States

Amount: up to \$25,000

Priority: The ABC Foundation has a rich history of funding nonprofit focus on human services, education and even environment causes.

Website: [funding @abcfoundation.org](mailto:funding@abcfoundation.org)

How to Apply

C/O Henry Doe

ABC Foundation, Inc.

123 Any Street

City, State, Zip code

How to Apply for Funding



Prepare your mini proposal package and follow funder guidelines to submit your application for funding. If the funder doesn't provide guidelines, always include the following documents:

1. The Letter of Inquiry
2. Your Board List
3. A copy of your IRS Tax Determination Letter
4. A copy of your organization and program budget

Concluding Thought

Precedence said:
It cannot be done.

Experience said:
It is done.

The Master Key System







Translate

View by Business Stage Find a Mentor Get Business Training Volunteer

Memphis Local Business Education Local Resources Blog & News About Mentorship

SCORE Memphis

What can SCORE do for your small business?

The Memphis SCORE chapter provides business mentoring services and educational workshops to entrepreneurs and small-business owners located in Shelby County, western Tennessee, DeSoto County in Mississippi and eastern Arkansas.

GET BUSINESS EDUCATION



For the Life of Your Business

SCORE Memphis is a group of experienced business professionals who guide those desiring to start up a new small business or assist existing small businesses in improving their profitability.

Our volunteers are experts with experience in areas such as; accounting, finance, human resources, consulting, import/export, law, operations, production, retail, wholesale, manufacturing, sales, marketing, management, business plan preparation, strategic planning, and many other business disciplines.

We provide:

Volunteer **MENTORS** who share their expertise across many industries

Free, confidential business mentoring in person, via email or by video

Free business **TOOLS**, templates, and tips here online

Inexpensive or free business **WORKSHOPS** (locally) and webinars (online 24/7)



Give Us A Call

(901) 544-3588



Send an Email

contactus@score.org



Main Office Location

5100 Poplar Ave #410
Memphis, TN 38137



Cheryl Smith, CEO
Dewlyn Nonprofit Services
National Nonprofit Trainer & Coach

Our Services

1. We establish nonprofit organizations
2. We write grant proposals
3. We provide professional mentoring
4. We provide group coaching and training
5. We provide weekly nonprofit grants
6. We file IRS-990-Ns



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Email: support@Dewlyn.com
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