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FOUNDATION

Needs Statement Template Instructions

1. Download the Template

- Go to www.seniorhungersolutions.org/grant-resources and download the Needs Statement Template.

2. Save it Using a Unique File Name

- Save the file using a unique name specific to the grant opportunity (e.g., 2025 Org Name Grant Application to Funder).

3. Fill Out the Template

- Using the instructions within the template, complete the Needs Statement outline.
- When instructed, enter the necessary data from your county/city found at www.seniorhungersolutions.org/data into the template.
- Please note source information is included in the template to assist you in supporting your data.

4. Be Sure to Remove All Extra Text

- Remove any placeholder instructions or text that is not needed in the final document.

5. Remove All the Highlights

- Ensure all highlighted text is either filled in or removed.

6. Save Before Submitting

- Save the completed template before submitting it with your grant application.