

STRUCTURE BEFORE FUNDING™

★
**STOP CHASING FUNDING.
START BUILDING STRUCTURE.**

A PRACTICAL WORKBOOK FOR
**BUSINESSES, NONPROFITS,
MINISTRIES, AND VISIONARIES**



ASSESS YOUR READINESS



IDENTIFY STRUCTURE GAPS



CLARIFY YOUR VISION



CREATE A 30-DAY ACTION PLAN



PREPARE FOR FUTURE
FUNDING OPPORTUNITIES

PLAN
STRUCTURE
SUSTAIN
SUCCEED

FUNDING
MAY HELP YOU
GROW,
BUT STRUCTURE
HELPS YOU
SUSTAIN.

★★★

Created by



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SBC SOLUTIONS LLC

STRUCTURE BEFORE FUNDING™

Stop Chasing Funding. Start Building Structure.

Workbook & Implementation Guide

Created By:

Sharon Youse Griffin

SBC Solutions LLC

Learn the Rules • Play the Game • Gain the Wealth™

DISCLAIMER

This workbook is designed for educational and informational purposes only.

The information provided is not legal, tax, accounting, investment, or financial advice. Always seek professional guidance regarding your

specific situation.

WELCOME

Welcome to the Structure Before Funding™ Workbook.

For years, I have watched individuals, businesses, nonprofits, and ministries pursue grants, donors, investors, loans, and sponsorships before putting the proper structure in place.

Funding is not the first step.

Structure is.

This workbook will help you identify where you are, uncover gaps, and create an action plan for moving forward.

Remember:

Funding may help you grow, but structure helps you sustain.

TABLE OF CONTENTS

1. Structure Assessment
2. Structure Scorecard
3. Vision Clarification
4. Structure Mapping
5. Know Your Numbers
6. Funding Readiness
7. 30-Day Action Plan
8. Resources & Next Steps

SECTION 1

STRUCTURE ASSESSMENT

Instructions:

Rate each statement.

Yes = 5 points

Somewhat = 3 points

No = 1 point

___ I have a clear vision for what I am building.

___ I understand the structure I need.

___ I have a separate bank account.

___ I regularly track income and expenses.

___ I have written goals.

___ I can clearly explain what I do.

___ I understand the importance of structure before funding.

TOTAL SCORE: _____

Results:

30–35 = Strong Foundation

20–29 = Building Foundation

Below 20 = Structure Needed

Reflection:

What surprised you most about your score?

SECTION 2

STRUCTURE SCORECARD

Check all that apply.

- ☐ Legal Structure Established
- ☐ EIN Obtained
- ☐ Separate Bank Account
- ☐ Recordkeeping System
- ☐ Budget Created
- ☐ Written Mission Statement
- ☐ Written Vision Statement
- ☐ Website Active
- ☐ Professional Email Address
- ☐ Business or Program Plan
- ☐ Funding Plan
- ☐ Marketing Plan
- ☐ Client/Donor Acquisition Process

- ☐ Partnership Strategy
- ☐ Policies & Procedures
- ☐ Performance Tracking
- ☐ Implementation Calendar

TOTAL ITEMS COMPLETED:

_____ Results:

14–17 = Funding Ready

8–13 = Nearly Ready

0–7 = Build Structure First

GAP ANALYSIS

What three areas need immediate attention?

1. _____
2. _____
3. _____

What is preventing progress?

SECTION 3

VISION CLARIFICATION

What are you building?

Who do you serve?

What problem are you solving?

Why is this important to you?

What impact do you want to create?

What does success look like in 12 months?

MY VISION STATEMENT

Write a simple vision statement.

Example:

"I am building a structured organization that creates impact and sustainability for future generations."

My Vision Statement:

SECTION 4

STRUCTURE MAPPING

Current Stage:

- ☐ Idea
- ☐ Startup
- ☐ Existing Business
- ☐ Existing Nonprofit
- ☐ Existing Ministry

What structure do you currently have?

What structure is missing?

Immediate Action Steps:

1.

2.

3.

SECTION 5

KNOW YOUR NUMBERS

Monthly Revenue Goal

\$ _____

Current Monthly

Revenue \$

Annual Revenue Goal

\$ _____

MONTHLY EXPENSE WORKSHEET

Expense Category | Amount

Rent/Office: _____

Marketing: _____

Technology: _____

Payroll: _____

Supplies: _____

Other: _____

Total Expenses: _____

SECTION 6

FUNDING READINESS

Which funding opportunities are you pursuing?

☐ Grants

☐ Donors

☐ Investors

- ☐ Sponsorships
- ☐ Loans
- ☐ Crowdfunding

What structure must be completed before pursuing funding?

FUNDING READINESS CHECKLIST

- ☐ Legal Entity
- ☐ EIN
- ☐ Bank Account
- ☐ Financial Records
- ☐ Website
- ☐ Written Plan Budget
- ☐ Funding Strategy
- ☐ Partnership Plan
- ☐ Follow-Up System
- ☐

SECTION 7

30-DAY ACTION PLAN

Week 1 _____

Goals: _____

Week 2 _____

Goals: _____

Week 3 _____

Goals: _____

Week 4 _____

Goals: _____

COMMITMENT STATEMENT

I commit to focusing on structure before funding and taking consistent action over the
next 30 days.

Signature: _____

Date: _____

NOTES

NEXT STEPS

Ready for implementation?

Join the Structure Before Funding™ DIY

Implementation System. Weekly Structure Labs:

just4u.cc/cohort1

Community Support

Implementation Guidance

Funding Readiness Framework

Scan QR Code: just4u.cc/startthejourney

THE STRUCTURE BEFORE FUNDING™ PROMISE

Funding does not create sustainability.

Structure creates sustainability.

When your structure is strong, funding becomes a tool—not
a lifeline. Sharon Youse Griffin

SBC Solutions LLC

Learn the Rules • Play the Game • Gain the Wealth™

THE STRUCTURE BEFORE FUNDING™

Promise

**FUNDING DOES NOT CREATE SUSTAINABILITY.
STRUCTURE CREATES SUSTAINABILITY.**

★
When your structure is strong,
funding becomes a tool—**NOT** a lifeline.

THIS WORKBOOK WILL HELP YOU:



Assess your readiness



Identify structure gaps



Clarify your vision



Create a 30-day action plan



Prepare for future funding opportunities

PLAN
STRUCTURE
SUSTAIN
SUCCEED

About the Creator

Sharon Youse Griffin is a Tax Strategist, Business Structure Expert, and Nonprofit Consultant with 26+ years of experience helping individuals, businesses, and organizations build the right structure to create impact and generational wealth.



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• PLAY THE GAME •
GAIN THE WEALTH™



TAKE THE NEXT STEP!

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Weekly
Structure Labs



Community
Support



Implementation
Guidance



Funding Readiness
Framework