GRANT WRITING Step by Step

February 13, 2015

Ohio | Commission on Fatherhood

Purpose of the Presentation

- What to prepare BEFORE grant announcement
- Things to always have on hand
- How to find funders
- Stages of Grant Writing
- Review the parts of a grant
- Score Sheet

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Before the Grant Announcement

1. <u>Become a certified Non-Profit</u>
   - 501(c)(3) status
   - Example of IRS Tax Letter
   - IRS <u>1023-EZ Form</u> plus $400 filing fee
   - <u>Legal Zoom</u> ($595 plus federal filing fee)

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Before the Grant Announcement

2. <u>Get an Ohio Vendor Identification Number</u>
   - a.k.a. OAKS ID
   - Forms are available to be printed or downloaded from the Ohio Shared Services Website http://ohiosharedservices.ohio.gov/VendorsForms.aspx
   - Allow 5 business days for the documents to be processed.

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Before the Grant Announcement

3. Get Letters of Support

- Community Partners, Past Program Graduates, Your Funders

- Send a draft letter to the organizations from whom you are requesting a letter of support so they can modify and print on their letterhead. Make it easy for them to help you.

- Let them know by what date you need the letter

- Follow up

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What to gather so you'll always BE READY

- IRS Determination Letter
- Employer Identification Number
- List of board members
- Resumes of key staff
- Agency strategic plans
- Service statistics
- Agency financial information

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Also Good to Have . . .

- County profiles
- Local needs assessments
- Annual reports for key partners
- Letters of Support
- Copies of grants from previous awarded grantees

Helpful Tips

- Keep electronic copies of organizational charts, history, letters of support and past proposals in a shared drive

- Book mark webpages of funders and sign up for emails so receive grant announcements

- Gather letters of support early and follow up often

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Connect with Funders

Identify funders who are aligned with your organizational goals; obvious and not so obvious resources

- Corporations – may also have foundations
- Foundation Center Cooperating Collections
  - www.foundationcenter.org (library of funding resources)
  - www.givingforum.org
- State agencies
  - www.jfs.ohio.gov/rfp
- Federal departments www.grants.gov (*sign up for alerts*)
- Catalog of Federal Domestic Assistance (CFDA)
  - www.cfda.gov

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Examples of non-government funders
(may require lead applicant to be a non-profit agency)

- UPS Foundation
- United Way
- Woodruff Foundation
- Fairfield Foundation
- PNC Trust

- Robert Wood Johnson Foundation
- Bill and Melinda Gates Foundation
- Susan G. Komen Foundation
- AVON Foundation
- W.K. Kellogg Foundation
- Henry J. Kaiser Family Foundation

Local/Corporate	**National**

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Websites to review

www.grants.gov

www.fdncenter.org

www.npguides.org

www.guidestar.org

www.foundations.org

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Find the right funding partner(s) &
pay attention to that funder's expectations

$ The grant proposal needs to address the stated requirements or needs of the grantor

$ Read the request for proposal carefully and provide the details that the funder expects

$ Follow the directions

$ Research organizations they have funded in the past

$ Pay attention to the type of proposal requested

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Types of Proposals

- Program – offers specific services
- Research – studies a topic or issue, may be combined with services
- Training – provides education
- Planning – prepares for larger proposal or coordinates with a program
- Technical assistance – helps other agencies
- Capital improvement – funds construction or equipment purchases

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Once you find a Grant you want to apply for, review the selection criteria

- ✓ Is the process for selection outlined?
- ✓ What are the deadlines?
- ✓ Is there a page limit?
- ✓ What agreements or letters of intent are required?
- ✓ What forms are required?
- ✓ Does your Mission match the funder's goals?

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Avoid Chasing Money

- Match MISSION, PROGRAMS and MONEY
- Avoid "Mission Creep"
- Assess your organizational capacity – can you deliver what you're promising?
- Be realistic about time and due dates

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Stages for Grant Writing

- Follow instructions including formatting, page length, page numbering
- Use the score sheet as your writing outline
- Pay attention to how many points are awarded for each section – give more details and length

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Tips in the Planning Stages

| 1 Read all of the application materials | 2 Take notes and highlight | 3 Make list of required documents |
| 4 Pay attention to eligibility requirements | 5 Develop a timeline, work back from the due date | |

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Writing Stages

- Re-read the announcement – make sure you meet the eligibility requirements
- Join in on any calls for interested applicants
- Make note of the Q&A deadline and check website often
- Follow instructions
- *Use the Score Sheet as your writing outline*
- Gather basic information, descriptive statistics

Reviewed

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Components of a Grant Proposal

- Introduction
- Problem Statement (Needs Assessment)
- Program Description
- Goals and Objectives
- Methods
- Evaluation
- Budget
- Appendices

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INTRODUCTION: Checklist

✓Clearly established who is applying for funds
✓Describes applicant's purpose, goals
✓Describes agency programs
✓Describes clients or constituents
✓Provides evidence of accomplishments
✓Offers supports/endorsements
✓Leads logically to problem statement
✓Brief, free of jargon, INTERESTING!

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PROBLEM STATEMENT: Checklist

- ✓ Relates to the purposes and goals of the organization
- ✓ Reasonable scope
- ✓ Supported by statistics, authority
- ✓ Framed from client perspective
- ✓ Is not the "lack of a method"
- ✓ Identify gaps in existing services
- ✓ Makes the problem seem real to reader

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PROGRAM DESCRIPTION: Checklist

- ✓ Follows the instructions and includes all information required.
- ✓ Demonstrates that the project will make a meaningful difference.
- ✓ Based on a proven approach.
- ✓ Is reasonable and easy to understand.
- ✓ Is culturally competent and appropriate for the intended audience.
- ✓ Fits the reason for the request for proposals

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GOALS AND OBJECTIVES

✓A goal is a broad statement of what you wish to accomplish and is usually expressed positively.
✓Objectives specify the results of activities.
✓May also be referred to as an outcome.
✓Does NOT describe how.
✓Linked to needs assessment/problem.

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SMART OBJECTIVES

Specific

Measurable

Attainable

Realistic

Time-Bound

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Writing Good Objectives

✓State your objectives in quantifiable terms.
✓State your objectives in terms of outcomes, not process.
✓Objectives should specify the result of an activity.
✓Objectives should identify the target audience or community being served.
✓Objectives need to be realistic and capable of being accomplished within the grant period

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GOALS AND OBJECTIVES: Checklist

✓Goals broad and match project and mission of agency and funder
✓Objectives are problem-related and connect to outcomes of your program
✓Does not describe a method
✓States time frames
✓Described in numerical terms if possible

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METHOD: Checklist

✓Do the methods derive logically from the need statement and your goals and objectives?

✓Have you accurately presented the program activities you will be undertaking?

✓Did you explain why you chose these methods or activities?

✓Have you made it clear who will perform specific activities?

✓Given the resources you expect to have, are these activities feasible?

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Budget

- Outline budget items carefully and use standard amounts for expenses

- Funder will compare the cost of the program to its benefit

- The budget needs to be reasonable for the work proposed

- Include a budget justification

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Budget justification

- Clearly explains the budgeted item

- Presents all required items

- Use the categories that are included in the announcement

- Research range of costs, use averages

- Cross walk between key activities and items in the budget to be sure there is a match between activities and budget

- Do not exceed amount of available funding

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Direct Costs

Direct expenditures of program funds

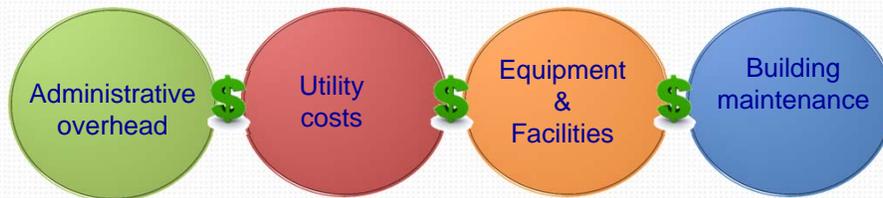- Personnel salaries
- Benefits

- Supplies
- Equipment

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- Consultant fees
- Travel

- Printing costs
- Operating costs

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Indirect Costs

| Administrative overhead | Utility costs | Equipment & Facilities | Building maintenance |

Indirect costs facilitate the maintenance of the program operations; the rate is often found in the announcement.

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Appendices

- Read the announcement to see what is permitted and what is required

- Check limits on page limits

- Letters of support

- Memorandum of Understanding

- Supporting documentation

  ▫ Resumes

  ▫ Letter of Support

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- Review your work before submitting
  - Completeness
  - Clarity
  - Calculations
- Make sure the flow is logical
- Include a table of contents
- Use correct grammar and correct terms

Helpful Tips

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Good Luck

- Reach out to others
- Bring in a team or grant writer to help with the drafting
- Plan ahead
- Double check your work
- Keep previous submissions and standard, descriptive statistics and paragraphs in a shared file

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Questions ?

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