- **BEFORE YOU WRITE AND SEARCH FOR GRANTS**

1. **Gather data on your need.** It sets the tone for the proposal.
2. **Need must be demonstrated through FACTS, not opinion, using the MOST CURRENT data.**
3. **Describes the population that will benefit or the target population to be served.**
   - Defines the community problem to be addressed.
   - Includes both quantitative & qualitative supportive materials.
   - Details the situation in factual terms.

4. **Describe the population that will benefit or be the target population to be served.**

   - Who is in need?
   - Where are they?
   - When is the need evident?
   - What is the need?
   - Why does this need occur?
   - What are the consequences of not meeting the need?

5. **Using good data**

   - Comes from a reliable source
   - Presented clearly
   - Relevant to the need you have identified
   - Drawn from or closely related to your target population
   - Tells a story—more than just a series of numbers
   - Presented both in narrative and graphic form

6. **Why funders will make a grant**

   - Your problem is significant
   - You have established your credibility as an organization
   - You have a solid plan of action with realistic time-frames and expectations
   - Your leadership has indicated a firm commitment to the project

7. **Five Factors most funders consider highly important**

   - Project Purpose
   - Applicant Accountability
   - Competence
   - Feasibility
   - **Community Need for Project**

8. **Search on the NEED topics.** You will broaden your search for resources that way. Search on Need plus Activity to broaden search

9. What you need to investigate about the funding agency.

- Who is the funding agency?
- What is their funding agenda for the year that I am applying?
- Am I eligible to apply?
- Does my mission align with theirs? What is the current year funding agenda?
- What has been the funding agenda history of the funding agency?
- What are the sizes of the typical grant awards ?
- How many grants of the kind you are considering writing does the funding agency typically fund?

10. Find their IRS 990 submission for the most recent year. If they have not filed in multiple years, move on to   another funder. Investigate:

Foundation Center or GuideStar
- Total assets
- Interest from their assets
- Names of Board of Directors
- Payment to Board of Directors
- Payments to top administrators
- List of all grants, to whom and how much was given

www.sunbiz.org
- Are they registered as a non-profit in the State of Florida?
- Any liens or non-submissions?

11. What kind of Foundation are they?

- Private foundations
- Community foundations
- Family foundations
- Corporate foundations
- Education foundations
- Special purpose foundations, e.g. university, museum, orchestra, arts, hospital, service clubs, federated or voluntary agencies

12. Where to look for information:

- Public library Foundation Reference area
- Foundation Center or GuideStar
- Grant reference Guides
- Guide to Florida Grants
- Grants.gov
- For city and local government grants go to the city or county web page and type in grants.
- For State of Florida Grants, you will need to go to each department or get on their email list for announcements.

- **Writing:**
13. Goal:

14. Objective:

15 Activity:

16. Know your due date:

- Due by a date
- Due by a date and time
- Mailed by a date
- Mailed by date and time

17 Application Vocabulary: If you are not given the definition, find out from the funder what they mean. Many funders interchange goal, objective and outcome.

- Type Size
- Margins
- Number of Pages
- Spacing
- Goals
- Objective
- Project/Program Description,
- Project Narrative
- Partnerships
- Abstract
- Letters of Commitment
- Budget Limit
- Match
- Number of Copies
- Indirect Cost

- Audience
- Salary
- Benefits
- Consultant
- Evaluation
- Sustainability/Continuation
- Sub Award
- Pages needing signature
- Order of Application
- Online versus hard copy
- Delivery
- Outcomes
- Equipment
- Travel

18. Writing Rules:

- Respond to <u>Every Question</u> **in the order** that the RFP asks
- This is the order that is used to score the grant.
- Don't make your readers think.

Glossary of Terms:

- **Abstract or Program Summary:** **This is usually an executive summary of all parts of the grant.** Check the limitation on this. Some allow a page; some only allow a certain amount of characters or characters plus spaces.

- **Need:** This section identifies the problem by providing the data to <u>justify the project</u>. Describes the status of academic, social, behavioral, or health or other need that exists that would be improved should your project be successful. **<u>Must use recent data</u>** based on local, state or national needs.

- **Goals/Objectives** Goals are broad statements that energize the project and give direction. The objectives are very specific measurable targets, which indicate the time frame, identify the population to be included and what is to be measured. Every goal and objective should evolve from the needs.

- **Project Description** Describes in detail what will be done, where it will be done, how it will be done, and who will do it. All activities must be for the accomplishment of an objective and ultimately a goal. Some activities will accomplish several objectives.

- **Audience: Who** is your target audience? **How** are you going to **recruit** them into your project? **How many** are you serving during the grant? Make sure you don't "bite off more than you can chew." Be reasonable in your estimates so that you can be successful and carry out a high-quality project.

- **Personnel** Who will direct the project and who will carry out the project.

- **Evaluation** For every objective, explain **what data** you will collect, **what instruments** you will use, how you will collect the data, how you will analyze **the data** and **how** and to whom you will **report the results**.

- **Travel:** Is this allowable? Can I budget for gas? Hotel? Taxi? Food? Other travel needs?

- **Equipment:** This is a tricky one. Find out from the funder how they define equipment. Usually it is part of the RFP and also items that are not consumable. Sometimes a funder will say that equipment is anything that costs (per unit) more than $500 or $3000 or some other amount. If there is a number above which a single purchased item must be called equipment, then anything under that is not equipment.

- **Materials and Supplies:** This is everything you will need during the grant to implement the project. What is allowable is determined by the funder. Make sure you know what is allowable.

- **Continuation (Sustainability)** How will the project be continued when grant funds are no longer available? Be certain you know what type of grant you are applying for funding. Some allow it to be a one-time assist with non-consumables or consumables, but most see their funding as seed money to get a project up and running; therefore, you need a plan to continue the service or project.

- **Attachments:** Letters should be from collaborative partners explaining what they are bringing to the program. **NOT** letters of support.

- **Timeline:** There are many different ways to inform a reader of your time frames. Visual representation of this information is easier to read.

- **Budget:** Listing of all expenditures needed to accomplish the project by **line item** specified by the funder. If no funder budget form is included, there are common format for the budget.

- **Budget Narrative (Justification) :** Documenting how you arrived at each of the line items you listed on your budget.

- **Budget Limit:**   **Never** exceed the budget limit. If you are a first-time requester, make sure your budget request is in line with their average award. Do your research.   Don't pad your budget. Ask for what you need and use common and usual costs for items.

SCAMS:

- Information about grants is free. Don't ever pay to submit a grant.
- No one from the government telephones you asking if you want to receive grant money.
- Do not every give person information.
- There is no free money.

BUDGETING

- **Spend ALL your money. Failure to spend all your money sends three very clear messages.**
    - You don't know how to estimate your needs, and therefore, you are not a good manager of finances.
    - Your inability to spend your money may mean that you are really not implementing your grant the way you indicated, and,
    - Your poor estimation kept someone else from benefiting from the funds.

- **SPEND YOUR GRANT FUNDS <u>ONLY</u> ON THE <u>LINE ITEMS</u> YOU WERE AWARDED UNLESS:**
    - The funder has no requirements about moving money from one line item to another.
    - You are allowed to move a certain amount without permission.

- **<u>ALWAYS</u>**
    - stay in contact with the funder and discuss moving line items around.
    - Some funders will not allow you to add new line items, others will, with permission.
    - Know the spending rules **before** you spend any funds <u>or</u> you may have to pay back what you spent incorrectly.

<u>NEVER ASK FOR MORE THAN THE FUNDER ALLOWS</u>

- Round budget amounts to **<u>WHOLE DOLLARS.</u>**
- All items in the budget must be explained, be reasonable and be written within the project narrative and justified in the Budget Justification.
- Budgets have two parts: Budget and Budget Justification (Budget Narrative)
- <u>Don't forget</u> that Indirect Costs (Administrative Costs) must be added into the Total Request.
- Become familiar with Grant Budget Terms
- Practice identifying all elements of a proposal that should be included in a grant budget.
- See examples of Budgets and Budget Narratives (Justification)

Budgets may include dollars for:
PEOPLE-Program Managers, Trainers, Consultants, Bookkeepers, Volunteers, Program Implementers, Partners, Contractors, Collaborators, Advisory Boards, Participants etc.
PLACES-Free locations or rental locations.
THINGS-Materials, supplies, equipment, rental fees, postage, printing, honorariums, bus passes, payment for surveys, registrations, hotels, travel, taxi, food etc.

Each RFP is different; however, these elements will most likely be in the narrative, but you will need to know what the funder allows in the budget.

SUB-AWARDS:
Sometimes in a grant, there are partners doing specific components of the grant. The Grantee may be allowed to develop a sub-award, where the grantee provides part of the funds to the partner in a sub-award. Be sure you have a contract signed between you and the partner that clearly details how expenditures can be made and what they need to submit to you for reimbursement and how often reimbursements will be made.
- **Even if you provide funds for a sub-award, the grantee is legally responsible for all audits, if conducted, and oversight of all funds.**

BUDGET TERMS:

- Salary
- Fringe
- Consultants
- Contractors
- Travel
- Equipment
- Materials/Supplies
- Other Direct Costs

- Participant Support Costs
- Indirect Costs (Administrative)
- Match (Cash
- or In-Kind)
- Budget Narrative (Justification)

INDIRECT AND ADMINISTRATIVE COSTS Costs of doing business-operational costs

Pitfalls:
- Not all funders allow indirect or administrative costs
- Some items may not be allowed to be calculated in the indirect or administrative costs
- Find out if your funder allows indirect or administrative costs.
- These terms are used interchangeably
- **DO NOT** exceed the funders' allowable administrative or indirect costs
- If you have added administrative costs, the total budget is equal to your direct costs plus your indirect or administrative costs.

TOTALING A BUDGET:

TOTAL DIRECT COSTS
+ INDIRECT OR ADMINISTRATIVE COST
(percent of allowable total direct costs)

TOTAL BUDGET AMOUNT
Not** to exceed allowable funder budget amount

BUDGET JUSTIFICATION
- Explains costs for each person or tasks to be done during the program development and implementation.
- Rationale that all your proposed allocations are necessary and that the program can operated on what you are budgeting
- Documents how you arrived at each cost.
- Can be in narrative form or on Excel Worksheet. Sometimes it is on the Funder's Budget page.