

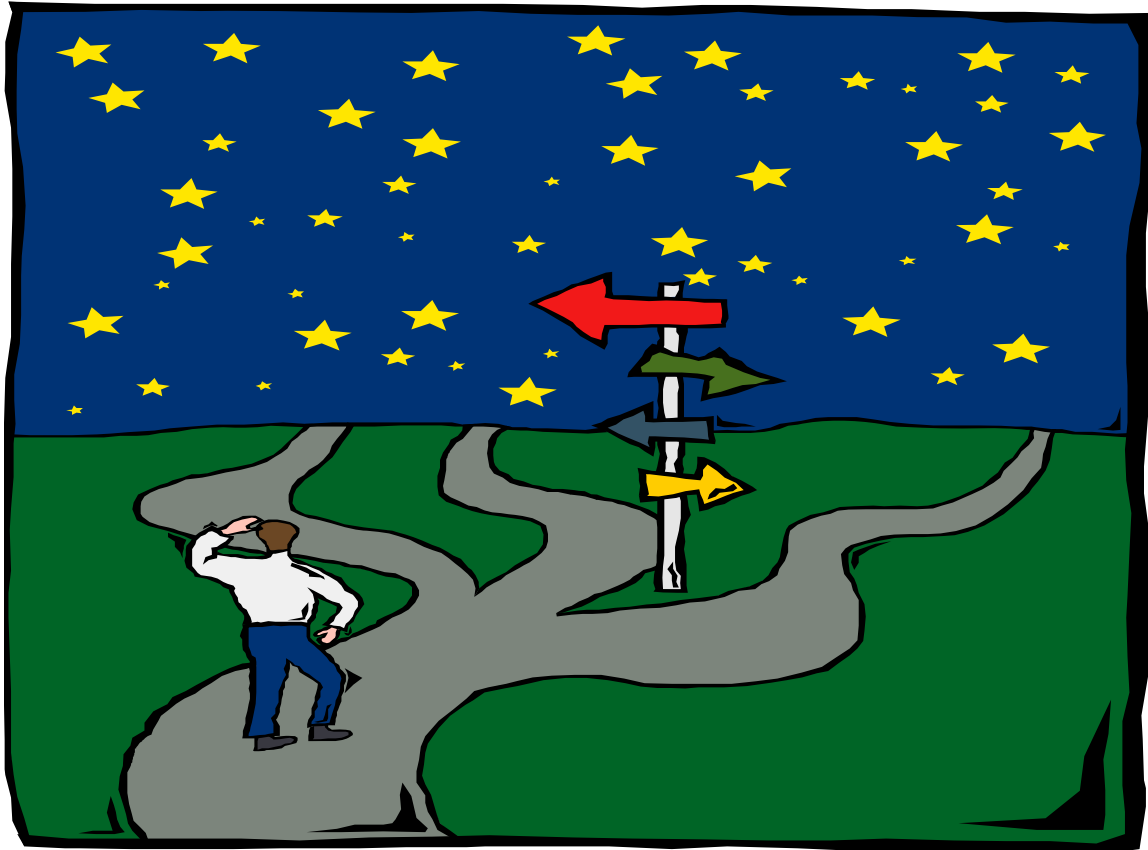
# Grants 101

## Happiness

# Won't Buy You Money!



# Where do we Start?



# Expectations, Hopes & Dreams

- Write down 3 things you want to get
- What are 3 most important?

# ARE YOU PREPARED?

- **P**rior
- **P**reparation
- **P**roduces
- **P**owerful
- **P**erformance



# Do You Have the Basics?

- Mission Statement – Agency or Project
- Board of Directors List with Terms
- EIN # - Employer Identification Number
- Organization Chart – Salary of ED
- IRS Determination Letter
- State Solicitation Letter
- City Solicitation Letter



# Do you have the Basics? (2)

- Last year's Tax Form 990
- Last Year's Audited Financial Statement
- Annual Report
- Current Year Agency Budget
- Project Budget
- Articles of Incorporation & Bylaws
- Non-discrimination Policy
- Copies of news articles



# Do You Have the Basics (3)

- Sources of Revenue
  - All
  - For this Project
- Your Cover Letter

Have you scanned them so you can  
**E-MAIL THEM?**



# What are Funders Concerns?

## GRANTS – CORPORATIONS - INDIVIDUALS

- Does this align with my mission or beliefs?
- Do I understand what you are doing?
- Will my investment be spent wisely?
- What **specific** results will I see?
- Recognition – Yes or No



# Top 10 Grant Flaws

- What do you think they are
- How would you rank them
- How will you fix or present your request



# Top 10 Grant Flaws

1. Don't match Guidelines – not a fit
2. No logical Order
3. Doesn't show Need
4. Too many Statistics
5. Too many Stories
6. Poor Objectives/Evaluations
7. Poor Budget
8. Written by a Committee
9. Overblown, florid Language
10. Vague, abstract Language



# 2 More Biggies

1. Misses Deadline for Submission
2. Missing Attachments
3. No Cover Letter



# TO DEVELOP THE MISSION STATEMENT, FOLLOW THE RULE

➤ The Mission statement relates to the program or project where the grant funds will be used – not to the entire agency and consists of three parts:

✓ TO accomplish what

✓ BY performing what tasks or taking what action

✓ FOR whose benefit



# SOME EXAMPLES

- **TO** make resources available that increase the likelihood of behavioral modification and elimination of exposure to violence **FOR** those seeking assistance with obtaining orders of protection **BY** providing counseling, support groups, and alternative living resources.
- **TO** improve the opportunities for employment and quality of life
- **FOR** children in our area
- **BY** providing food and nutritional education leading to increased educational and social performance



# PROGRAM AND PROJECT....

- **Terms that identify a group of related activities performed for the purpose of either**
  - 1. Accomplishing a specific objective**
  - 2. Providing necessary support to other organizational units**
  
- **Projects have a defined ending point**
- **Programs are generally ongoing**

# What is your Objective?

- What do you want the money for?
- How many people will be affected?
- How will the money be used?
- What is the timeline?
- What will be the result(s) you will achieve?
- How will you report results?
- Do you have matching funding?

# How are you measuring Results?

- **If you don't measure results, you can't tell success from failure.**
- **If you can't see success you can't learn from it.**
- **If you can't see success you can't reward it.**
- **If you can't reward success, you're probably rewarding failure.**
- **If you can't recognize failure, you can't correct it.**
- **What gets measured gets done.**

# ***IT IS GENERALLY AGREED.....***



*“If you’re not keeping score,  
you’re just practicing”*



# Where's the Money?

- Where are They?
  - Internet – How to search
  - Fundraising Periodicals
  - Library
  - Other Fundraisers



# Name the Grant Sources

- Local
- Regional
- National



# Are you Online?

- Do you have a website?
- If not, do you know how to get one?
- What does it say?
- Do you have links?
- Do you have a donation page?
- Do you know how to search?



# Funding Sources

- Public Foundations
- Private Foundations
- City Government
- County Government
- State Government
- Federal Government



# Proposal Letter/LOI

- What do you say.
- How long should it be.
- What do you include



# Filling Out the Grant Request

- MISSION STATEMENT - THIS PROJECT
  - To Do What?
  - For Whom
  - By the Specific Actions you will take
  - Timeline, How long will it take
  - WHAT WILL IT COST?
  - What is the impact of your Results



# Filling Out The Grant Request

## QUESTIONS

- Do you qualify? What is their focus?
- Clear, concise answers to every question
- Show current results and future goals

## ATTACHMENTS

- Clean, Current Data - BUDGET
- Scan and Paste to Word Document



# Filling out the Grant Request

- HOW WILL THE FUNDS BE USED?
  - Purchases
  - Staff
  - Travel
  - Meetings
  - Materials



# Filling Out the Grant Request

- Results
  - Specific Goals
  - How are they measured
  - How will you report them
  - How often
  - CLEAR, CONCISE FORMAT



# Support Materials

- Newspaper Articles
- Newsletters
- Brochures
- Testimonials
- Annual Report
- Executive Summary



# Board of Directors

- Names, affiliations, terms
- Officers
- Board Members



# Recognition

- How will you recognize (publicize) this donation and the funding source?
- Do you have a written plan?



# QUESTIONS

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