Planning Guide to Writing Grant Proposals

HAWAI'I
STATE FOUNDATION on
CULTURE and the ARTS

What are the <u>keys</u> that contribute to writing a great grant proposal?

<u>Get</u> the guidelines

<u>Read</u> the guidelines

<u>Follow</u> the guidelines

- Write to inform the reader of the need, not the idea

- Decide upon and prepare any attachments that are permitted

- Edit your work! Find the balance between wordiness and brevity.

- Proofread for errors!

"All grant proposals require the proposer to state a need, describe the program/project, present a rational budget, provide supporting materials that indicate the organizations capacity to implement the program." (Karsh & Fox)

Components of a Grant Application

Mission Statement

Organization Overview

Problem or Needs Statement

Goals and Objectives

Project Management

What's the project? What's the work plan?

Budget & Narrative

Evaluation Plan

Impact

Work Evidence- How will the project be documented?

Organization Overview

When was it founded?

Who is the Executive Director, CEO or President?

What is the structure of the organization?

Describe how the board oversees the organization.

List of accomplishments.

Problem & Needs Statement

Make a compelling case why the organizations project should be funded.

▶ <u>State the problem</u>

What is the problem being addressed?

▶ <u>State the known</u>

Why is it important and to whom?

▶ <u>Describe the gap</u>

Provide current relevant studies, statistics, examples or anecdotal data and stories.

▶ <u>Why does the gap need to be filled?</u>

If data is not available, use a commonsense approach to identifying the need.

Goal & Objectives

Measure success both quantitatively and qualitatively.

Convey the intent of the project you are seeking funding for.

What does the organization plan to accomplish in the time of the proposal?

What influence does the organization have on solving the problem?

Identify obstacles and how to address.

PROJECT MANAGEMENT

What's the Project?

Project Description: What are you going to do?

What activities will take place?

Target audience; timeline

What's the Plan?

Description of the resources that are needed to carry out the project; staff, consultant, materials.

Tied to the budget

BUDGET

Is there a fiscal system in place to ensure proper expenditure of funds?

Budget Narrative is the justification of expenditures, item by item.

Each budget item relates to the activity it supports and reflects the program

Note all avenues of funding- It paints a financial picture of an organizations ability to continue and sustain programming, even in an economic downturn.

Project Budget: Total Project Cash Expenses must be equal to the anticipated Total Project Cash Income - Must Balance!

Don't request more than what is needed to complete the project.

In-Kind contributions count!

Abide by the "Allowable Costs"

Accurately list the budget items

Evaluation

▶ The actual amount or level of service provided

▶ Negative findings can be just as important as positive. What was the lesson learned?

▶ What are the indicators of success? Qualitative & quantitative, short & long term

▶ Sustainability of the program/ project

▶ Address the process and the outcome

▶ Evaluate the achievement of each objective

▶ Describe the method of data collection and analysis

▶ How will the measurements collected be analyzed

Basic Principles:

Linkage between the activities proposed and the expected outcomes of the program should be clear, explicit and include factual figures.
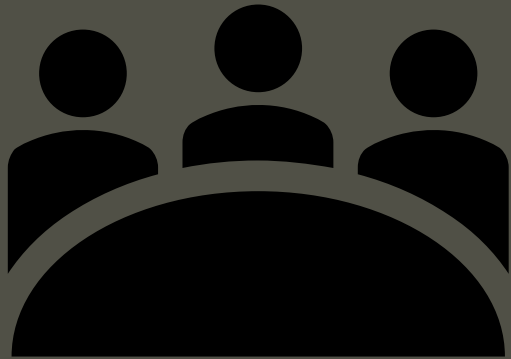
IMPACT

Were the goals met?

Document the Impact!

Links to websites, articles, anecdotal stories, images and videos.

What affect will the project have on the problem being addressed and the community?

Know your Audience!

Consider the audience that will be reviewing the grant proposal.

Include data about the community the organization serves.

Documentation that supports objectives and measures success.

Tell the organizations story and the mission! Share links to web pages, articles and social media.

Reasons a proposal may not be selected?

▶ Poorly written- spelling errors/ grammar

▶ Incoherent, unorganized or inconsistent proposal

▶ Lack of detail on the planned steps to complete the project

▶ The project does not fit within the organizations mission

▶ Project does not align with at least one of the strategic priorities of the funder

▶ Focusing on what the organization can't do, not on what it can do!

▶ Vague proposal and hoping the reviewers will "figure it out"

▶ Little evidence of the need or how to fill it

(Karsh & Fox)

TIPS!

Assemble a 'Grants' folder that contains materials about the organization

Mission Statement

"Boilerplate" Materials:
brief narratives, history, milestones, organizational growth

Current Programs, population served, community overview

Financial status, current and potential funding sources of matching funds

Essential Staff- highlight the expertise and experience of those involved in the project

Certification of Incorporation, recent letter or proof of tax-exemption status, EIN/DUNS #, Certificate of Compliance

List of current Board Members, By-Laws, current authorized signatory for the organization

Organizations applying to an SFCA grant must have a registered DUNS number.

https://www.dnb.com/

Organizations awarded an SFCA grant must be compliant with the State of Hawai`i and provide a Certificate of Compliance.

https://vendors.ehawaii.gov/hce/splash/welcome.html

References

Karsh, Ellen & Fox, Arlen Sue. The Only Grant Writing Book You'll Ever Need. Basic Books. Fifth Edition (2019)

Rosenberg, Gigi. The Artist's Guide to Grant Writing. Watson – Guptill. 2010

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