



Grant Writing 101

The Basics

What We Will Cover



LOOKING FOR
GRANTS



GRANT
APPLICATION
PROCESS



PARTS OF A GRANT



QUESTION &
ANSWER

Where to Find Grants?

- Depends on the type of grant (corporate, foundation, government, etc.)
- All-in-one stop shops are the way to go (see handout)
- Make sure to be aware of deadlines. Cycles are usually spring and fall, with awards in winter and summer.
- See handout

Grant Application Process

- Letter of Inquiry (LOI) or Request for Proposal (RFP)
 - LOI is used when the organization wants to know a bit about your program first, before deciding if you will be allowed to submit a full grant proposal. Submitting a LOI does NOT guarantee you will be asked to submit for funding.
 - An RFP is an “open call” for grant proposals. These are often posted on websites or on grant databases.
 - A lot of organizations do LOI’s or RFP’s by invitation only. If you find a funder and want to ask for funds but haven’t been invited, send an introduction letter to get on their radar.

Grant Application Process Cont'd

- Submitting a Full Grant Proposal
 - Make sure to include ALL items they ask for. Do NOT leave anything blank.
 - Pay attention to their requested format, word limits, accepted document types, etc.
 - Don't forget the attachments!
 - Expect follow up questions after you submit your proposal. This is normal.
 - Start to finish the entire grant application process can last anywhere from **3-6 months**, depending on the funding source.

Grant Application Process Cont'd

- Contract
 - Read the contract closely. It will outline who is responsible, any requirements required for the grant to be funded, etc.
 - Make sure to notice what is or is not allowed to be done with the funding. There is usually information included about who to contact if your program changes mid-grant.
 - Pay attention to the reporting deadlines. Not reporting on time can hurt your chances for further funding.

Grant Application Process Cont'd

- Follow-Up Reporting
 - Reports are usually due one-year from the funding date.
 - Reports should include measurable outcomes
 - They will want to know what went well, as what you would do differently. It is OK to be honest if not everything went to plan but be sure to present ideas on how you would improve next time.

What Does a Grant Include?

Parts of a Grant

Organizational
Background/Information

Tax Documents

Financial Information

Governance

Program/Project
Information

Other

Commonly Requested Items

Proof of
Organizational Status
(501c3 notice from
IRS, etc.)

Organizational
Operating Budget

Financial Statements,
990's, W9,
Independent Audits

Personnel/Board of
Directors Information
(qualifications, titles,
part in project,
contributions, etc.)

Non-Discrimination
Policy

Financial
Responsibility Policy
(especially for federal
funds)

Partners/Collaborators

Letters of
Recommendation

Tips & Tricks



Keep a file with your “reusable” information, such as the narrative, organizational history, tax documents, etc. That way you do not have to work to find them each time.



Ask ahead for 3 letters of recommendation. They can be general in nature (just “for funding”), and that way you aren’t waiting on them when you have a tight deadline.



Use a grant tracking software to monitor deadlines, follow-up, etc.

Question & Answer

