Topics for Today

- Let’s Make a Deal
- Common Grant Application
- Hunting & Gathering
- Divide & Conquer
- Budget
- Scope of Work
Let’s Make a Deal

- Start by talking
  - To those you work with
  - To those you work for
  - To those who work for you
  - To those who might be doing the same thing
- Look for opportunities to collaborate
- Get everyone’s buy-in
Common Grant Application

- Most grants ask for similar information
- You can use the same paragraphs over & over again, updated annually
- Colorado’s Common Grant Application
Hunting & Gathering

- Mission Statement
- Strategic Plan
- Board of Directors List
- Job Descriptions and Resumes
- Pictures
- Website Information
- News articles and Press Releases
- Reports, statistics, data
- IRS Determination Letter
- EIN (Tax ID Number)
- DUNS #
- IRS Form 990
- Audit
- Awards
- Client stories
- Annual Reports
- Newsletters
Section by Section, in Reverse

A. Abstract (write this last)
B. Organization Background
   1. Mission
   2. History
   3. Recent Achievements
C. Goals (from your strategic plan)
D. Current Programs
Start with the Budget

E. Needs Statement
F. Project Description
G. Scope of Work or Objectives (should be tied to budget)
H. Evaluation
I. Collaboration
J. Inclusiveness
K. Board Governance
L. Volunteers
M. Planning
N. Budget (start with this)
## Budget

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Calculation Method</th>
<th>Project Request</th>
<th>Other Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>.50 FTE Project Coor</td>
<td>$20/hr x 20 hrs/week x 52 weeks</td>
<td>5,000</td>
<td>17,800</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>@ 21% of salary</td>
<td>1,050</td>
<td>3,738</td>
</tr>
<tr>
<td>Travel</td>
<td>.55/mile x 50 miles/mo x 12 mos</td>
<td>130</td>
<td>200</td>
</tr>
<tr>
<td>Supplies</td>
<td>$100/mo x 12 mos</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>6,780</td>
<td>22,338</td>
</tr>
</tbody>
</table>
Objectives

Objectives should generally:

• Tell who

• Will do what

• When

• How the objective will be measured and evaluated
Sample Scope of Work

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activities</th>
<th>Person(s) Responsible</th>
<th>Timeline</th>
<th>Evaluation Tool(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of December 2012, at least 5000 congregate meals will be served at the Senior Center.</td>
<td>Hire staff.</td>
<td>ED</td>
<td>By 9/30/12 Oct-Nov</td>
<td>Personnel files</td>
</tr>
<tr>
<td></td>
<td>Train staff.</td>
<td>Training Coor</td>
<td>Oct-Nov 12</td>
<td>Sign-in sheets, training materials</td>
</tr>
<tr>
<td></td>
<td>Purchase food and supplies.</td>
<td>Head Cook</td>
<td>Nov 12</td>
<td>Receipts</td>
</tr>
<tr>
<td></td>
<td>Publicize Program</td>
<td>PR Intern</td>
<td>Nov 12 + ongoing</td>
<td>Press releases, news articles</td>
</tr>
<tr>
<td></td>
<td>Evaluate</td>
<td>External Evaluator or internal team</td>
<td>Ongoing</td>
<td>End of year evaluation report</td>
</tr>
</tbody>
</table>
Other Grant Training

- Introduction to Proposal Writing, Grantspace by Candid (formerly the Foundation Center)
  - [https://grantspace.org/training/introduction-to-proposal-writing/](https://grantspace.org/training/introduction-to-proposal-writing/)
  - Free, online one-hour course
- Excellence in Nonprofit Management Institute, UNR Extended Studies
  - Grantwriting basics