

Food Bank of Northern Nevada

Grant Writing Tips and Resources to Improve Your Fundraising

Presenters

Melanie Barkley, GPC
Grants Manager

Mary Kay Altenburg
Corporate Development Officer



FOOD BANK
OF NORTHERN NEVADA

40TH
ANNIVERSARY

WHAT IS A GRANT?

- 1) An award of financial assistance in the form of money made to an eligible entity with no expectation that the funds will be paid back.
- 2) A grant is a way to fund your ideas and projects for the public benefit, to provide public services and stimulate the economy.

TYPES OF GRANTS BASED ON FUNDER

- 1) Government – Federal, State, County, City

- 2) Types of Foundation Grants – private and public
 - Family Grants
 - Independent Grants
 - Corporate/Business Grants
 - Financial Institutions
 - Federated Funds
 - Community Grants

COMMON WAYS NONPROFITS USE GRANTS

- 1) Program or Project
- 2) Outreach
- 3) Capital
- 4) General Operating
- 5) Capacity Building
- 6) Seed Funding

IS YOUR NONPROFIT GRANT READY?

Questions to Ask

- 1) Are we eligible to apply?
- 2) Does our work further the funder's mission?
- 3) Are we within the funder's geographic scope & focus?
- 4) Does our proposed project meet the funder's requirements?
- 5) Can we meet the funder's requirements if we're awarded?
- 6) Is the grant the right size?
- 7) Do they require matching funds?
- 8) Do we have the capacity to prepare a quality proposal by the deadline?
- 9) Do we have a good chance of winning the grant based on competition?

IS YOUR NONPROFIT GRANT READY?

Gather Information

- 1) IRS Determination Letter (proof of tax-exempt (non profit) status)
- 2) IRS Form 990
- 3) Audit (financial statements)
- 4) Board of Directors List
- 5) Current board-approved organization and program budgets
- 6) Accounting systems to track expenditures for each awarded grant
- 7) Job Descriptions and Resumes
- 8) Organization Chart
- 9) Strategic Plan
- 10) Letters of Support from partners
- 11) Annual Reports/Newsletters/Client stories
- 12) Sam.gov registration (federal government grant registry)
- 13) UEI Number (Unique Entity Identifier replaced the DUNS #)

GRANT FINDING

Required funder research BEFORE you write

- 1) Read the eligibility criteria carefully
- 2) Review funded projects
- 3) Who is the grant contact
- 4) Check out their 990
- 5) Check out their website, pick up the phone, send letter

GRANT WRITING TIPS

How to prepare a strong Application

- 1) Start preparing the application EARLY.
- 2) Carefully read the instructions - review the application criteria.
- 3) Keep the review and scoring criteria in mind when writing the application.
- 4) Be concise and clear.
- 5) Use the provided templates.
- 6) Carefully proofread the application before submission.
- 7) Carefully review the full application package to ensure accuracy.

GRANT WRITING TIPS

What are the main components of a Grant Proposal

- 1) Abstract/Summary
- 2) Organization Description
- 3) Introduction
- 4) Needs Statement
- 5) Goals, Objectives, Activities
- 6) Program/Project Description (specifics of the project to be funded)
- 7) Scope of Work
- 8) Collaboration/Partners
- 9) Evaluation
- 7) Sustainability Plan
- 8) Budget (Line Item Budget and Budget Narrative)

GRANT SECTIONS

Project Summary

- 1) Describes and/or summarizes the project.
- 2) What do you intend to do?
- 3) State the broad, long-term goals and specific objectives, showing relevance to the mission of the organization.
- 4) Why is the work important? State the problem and issues addressed.

GRANT SECTIONS

Statement of Need

- 1) Tell the **STORY** of the problem.
- 2) Establish the degree of need of services **WHERE** the problem exists.
- 3) Identify **WHO** the problem affects and explain how they would benefit from the proposed project.
- 4) Provide the facts and evidence that support the need.

GRANT SECTIONS

Goals, Objectives and Activities

Goal:

Broad statement about what the agency plans to do with the funding. Should establish the big picture and include the target population, and what benefits/assistance they will receive.

Objective:

A concrete, measurable milestone on the way to achieving the goal they relate to.

Activity:

Things that happen or are being done to accomplish the objective they relate to.

GRANT SECTIONS

Program Evaluation

- 1) Describe how you plan to collect data for the project activities.
- 2) List quality assurance steps that will occur during the project.
- 3) List evaluation methods that will be used after the project is complete.

GRANT SECTIONS

Budget Line Item and Narrative

- 1) A detailed project budget for the grant request.
- 2) An accurate representation of the funds needed to carry out the proposed Scope of Work and achieve the projected outcomes.
- 3) Expenses align with the project Goals and Objectives.

GRANT RESOURCES

Foundation Directory Online

- 1) *Foundation Directory Online* (FDO) delivers quality funding prospects; combines exhaustive data with intuitive search functionality and informative data visualizations.
- 2) Get free access to *Foundation Directory*, Candid's extraordinary database at these locations:
 - * Nevada State Library, Archives and Public Records, Carson City, NV
 - * The Parasol Tahoe Community Foundation, Inc., Incline Village, NV
- 3) Learn more: <https://fconline.foundationcenter.org/welcome/features>

GRANT RESOURCES

U.S. Senator for Nevada Catherine Cortez Masto

<https://www.cortezmasto.senate.gov/help>

1) Website offers ways to help identify grant opportunities and help constituents find the appropriate funding sources to meet their needs.

2) Sign up for Grant Assistance eNewsletter:
grants@cortezmasto.senate.gov.

3) Link to the Nevada Association of Counties: publishes a weekly list of grants available.

4) Letters of Support

5) General Assistance



GRANT RESOURCES

Nevada Governor's Office of Federal Assistance

[OFA \(nv.gov\)](http://ofa.nv.gov)

- 1) Increase the number of grant dollars Nevada receives. Supports its stakeholders in obtaining, increasing, and maximizing federal assistance.
- 2) Provides inclusive, collaborative, comprehensive, and centralized support in obtaining federal dollars for Nevada.
- 3) Grant Resources include: Grant Opportunities, Newsletters, Free Grants Training Events, Grant Matching Program, Nevada Grant Manual

GRANT RESOURCES

California Grant Resources

<https://www.tgci.com/funding-sources/california>

- 1) The Grantsmanship Center provides a list of free resources to find funders in the state of California.
- 2) Top Giving Foundations in California
- 3) Community Foundations in California
- 4) Corporate Giving Programs in California
- 5) California State Homepage (Find State Agencies and Grant Programs)

QUESTIONS?

CONTACT

Melanie Barkley, GPC
Grants Manager
mbarkley@fbnn.org
(775) 331-3663 ext. 109

Mary Kay Altenburg
Corporate Development Officer
mkaltenburg@fbnn.org
(775) 785-1406