

Grant Writing Overview

April 2019

Grant Writing Steps

Project development

Prepare to apply

Elements of a proposal

Budget

Common attachments

Common mistakes

Helpful hints

Routing

Copies

Submission tips

Project Development

- Identifying a Project
 - Get input from public, partners, stakeholders on the problem or need
 - Brainstorm solutions and prioritize
 - Your Solution is your project

Should You Pursue the Project?

- Is it identified in community or regional plans?
- Does it have support from leadership?
- Do you have or can you recruit staff for project?
- Do you have partners that can help?
- Will you need to continue funding it in the future?

Preparing to Apply

- Finding a Funding Opportunity
- Reviewing the Solicitation
 - Eligibility?
 - Funding Level?
 - Match Requirement?
 - Deadlines
- Plan Ahead for:
 - Resolutions
 - Forming Partnerships
 - Letters of Support
 - Collecting Data
 - Entering into MOA/MOU
- Collect Background Info

Elements of a Proposal

- Cover Letter
- Title Page
- Executive Summary
- Statement of Need
- Project Narrative
 - Organizational History
 - Approach or Project Design
 - Goals and Objectives
 - Timetable
 - Management and Staff

Elements of a Proposal (Cont.)

- Budget
- Budget Narrative
- Evaluation Plan (Performance Measures)
- Sustainability Plan (How will it continue)
- Attachments

Budget

- Demonstrate a clear relationship between the objectives/activities and the budget
- Follow solicitation regarding allowable costs categories
- Common line items: Personnel, Fringe Benefits, Supplies, and Indirect Costs

Budget - Personnel

- Full Time Equivalence (FTE) expresses how much time an employee will spend on the project
- 1,950 hours/year is 1 FTE
- *Part-time example:*
 - *20 hrs. x 52 weeks is 1,040 hours per year*
 - *1,040 ÷ 1,950 = .53 FTE*

Budget – Fringe Rate

- Check with your Accounting Department for the latest Fringe Rate
- Fringe is FICA, Med FICA, Social Security, health insurance, retirement, life insurance, and other
- *Example: Salary is \$20,670 x Fringe Rate of 40% = \$8,268*

Budget – Indirect Costs

Total Allocation

- Example: \$250,000

Allocation Minus Non-Allowable Costs

- Example: \$250,000 - \$5,000 = \$245,000

Indirect Cost Rate (IDC)

- Example 21.23% or .2123

Formula

- $\text{IDC} \times \text{Allowable Costs} \div \text{by } 1 + .2123$

Allowable Indirect Costs

- \$34,356

Common Attachments

- Grant Application forms
- Assurances and Certifications
- Proof of nonprofit status (IRS document)
- Board of Directors List
- Audited Financial Statements

Common Attachments (Cont.)

- Letters of Support
- Memorandum of Understanding (MOUs)
- Staff Resumes or Job Descriptions (vacant positions)
- Indirect Cost Rate Agreement

Common Mistakes

- Failure to have the Grant forms signed
- Failure to fully comply with all of the requirements
- Failure to sell your program and demonstrate that it aligns with the grant-maker's mission
- Failure to be concise
- Spelling and grammatical errors

Common Mistakes (Cont.)

- Failure to match the numbers in the budget to the budget narrative
- Failure to write for your audience
- Failure to format the proposal according to the requirements (page limits, font size, margins, etc.)

Proofing

- Read your proposal aloud
- Review against the solicitation to make sure important elements have not been missed

Routing

- Route internally according to your organization's policies prior to submitting to the funding agency

Copies

- Make copies and distributed internally, as needed
- Prepare original for the grant maker
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Submission Tips

- Submit early according to the grant-maker's directions in case of internet connectivity problems
- Get a confirmation message that the grant was received.
 - If it times out, restart the submission after every few minutes until you get confirmation
 - Contact our network administrator and/or contact the grant agency's network administrator, for tips on submitting

Sigh of Relief!

Do your office filing and tidying



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