

Grant Writing Presentation by Kirsten Brandt James 10/1/2018

Elements of a Good Grant Proposal

- Clearly researched to fit the needs and interests of the funders
- Clearly written with all questions and points addressed

Research – How to find and assess potential funders

- Foundation Center online (use search function, subscribe if it is in your budget)
- Dallas Morning News – Business section, Dallas Business Journal
- Your competitor's programs, websites, annual reports – look at national groups too that might be similar and research national funders
- Foundation's websites
- Grant list serves Grant Station, Federal Funding sources, etc.

Cover Letter

- Follow Directions
- Executive Summary

Elements of a Case Statement

- Who are you?
- Why do you exist?
- What is unique about you?
- What is it you want to accomplish?
- How will you hold yourself accountable?

Grant Budgets

- Must add up and be clear about expenses and anticipated revenue
- 15% Admin is allowable and how you carve out those expenses.
- If they ask for other budgets – organizational, last year's program budget etc. please make sure they all match up and make sense!

Measurable Outcomes

- Very important! What can you measure? Attendance, demographics, economic impact
- What impact are you making? Can you do a pre and post on what people have learned or experienced? What is the goal of your educational programming?
- Is there published research that supports what you are trying to accomplish

Online Grant Portals

- More and more grants are only online. Cyber grants used by corporations
- Make sure you create your account and are familiar with the portal a few weeks at least before the deadline! Make sure your uploads work.

Grant Attachments – Dos & Don'ts

- Do give them everything they ask for!
- Don't give them anything they say they don't want! If they say no brochures or videos, don't submit brochures or videos!

- If they want letters of support – get letters of support! Hint: it’s easiest to draft the letter you want and send it to your partner/supporter etc. They can edit and put on letterhead and sign! Don’t make it hard for them!

LOI’s – Letter of Interest or Letter of Intent

- Usually very specific. Follow directions and meet deadline. The Foundation is using these to weed organizations out so make sure you do really fit their guidelines and make your best case.
- Can also send to foundations that only request applications. See Sample

Grant Opportunities in North Texas

- Foundations
- Corporations
- Government Grants

Peer Panel Reviews and Site Visits

- They usually have very tight time guidelines if you are presenting to a panel – please adhere to their guide lines and use your time for questions.
- Make sure you have the right people there and practice before hand!
- Site visits can be very helpful for volunteers from a funding entity (TACA, Junior League) to understand your organization better and make your case to their committee. Plan your visit so that you address all of their questions and concerns.
- If the grant is for your education program, let them see that in action! If it is a performance, try to meet with them briefly before hand and make sure they have your information for questions afterwards.

Grant Reporting

- Very important to turn in reports when they are due!
- Most foundations ask for reports in a year.
- Government grants are even more specific.