


HOW TO WRITE A WINNING GRANT

JANE COLACECCHI

JHC ASSOCIATES, LLC

JANE@JHCASSOCIATES.COM

BEFORE YOU APPLY:

- **Have a well-defined program plan**
 - Clear strategies for accomplishing your outcomes
 - **Assure buy-in and consensus within your organization**
 - **Assign roles and responsibilities**
- 

THE APPLICATION

Review for details:

- MUST haves:
 - Sections
 - Resumes
 - Bids
- Should haves:
 - Requirements for submission
 - NOI
 - Number of copies
 - Signatures
 - Budget and narrative separate?
 - Electronic vs. US Postage

Be obsessive about following directions

THE APPLICATION

Review the application instructions carefully!!

Highlight required components

- What items **MUST** the document contain?
- Sections?
- Resumes?
- Bids?

Highlight submission requirements

- Number of copies (print vs. online submission)
- Budget and narrative separate?



PROJECT OVERVIEW

- Clearly define the boundaries of your project.
- **Focus on the portion of your project covered by the funds you are requesting.**
- Do not spend time on other elements unless they are needed to increase understanding of your project.



ORGANIZATION OVERVIEW/ INTRODUCTION

Prove that your organization is credible and able to deliver the outcomes you describe

Increase confidence in your ability as an organization

- Describe previously completed projects
- Reference past experience
- Write effectively





PROJECT DESCRIPTION AND DETAIL


Provide thorough details about the activities your organization will complete to achieve the outcomes described.

- Goals – Why?
- What community needs will your project meet?
- Who will your project serve? Demographics?
- How will your project be implemented and administered?
- Estimated timeframe for completion of each step.

Do not include information
outside the scope of the project

EVALUATION PLAN

Describe how you will assess your work

- How will you track the effectiveness of your project?
 - How will you determine you reached or desired outcomes?
- 

GRAMMAR

Use appropriate writing style

- Know your audience
 - If possible, match your writing style to the grant review team

Check for grammar and punctuation

- Commas are important!
- Have someone proofread

Let's eat, Grandma
Let's eat Grandma



BUDGET

Thorough and realistic budget

- Must include bids
- Required matching funds (the more match, the higher the score)
 - Check application requirements carefully!
- 501(c)3 letter or 170b (unit of government)
- Resumes
- Key Staff

**Allow adequate
time to obtain bids!**

SCORING MATRIX

Excellent, Outstanding or Very Good (8-10 points per box)	Good, Strong, or Adequate (6-7 points per box)	Poor, Weak, or Inadequate (1-5 points per box)
Project Description	Project Description	Project Description
<p>A. Need for Project</p> <ul style="list-style-type: none"> Strong evidence of community support. Goals are clearly stated. Very evident how this project will enhance the community. 	<p>A. Need for Project</p> <ul style="list-style-type: none"> Some evidence of community support. Goals are adequately stated. Some evidence of how this project will enhance the community. 	<p>A. Need for Project</p> <ul style="list-style-type: none"> Little evidence of community support. Goals poorly stated. Little evidence of how this project will enhance the community.
<p>B. Partnerships and Visibility</p> <ul style="list-style-type: none"> Strong evidence of community partners. Project provides high visibility to the WCPP. 	<p>B. Partnerships and Visibility</p> <ul style="list-style-type: none"> Some evidence of community partners. Project provides some visibility to the WCPP. 	<p>B. Partnerships and Visibility</p> <ul style="list-style-type: none"> No evidence of community partners. Project provides minimal/no visibility to the WCPP.
<p>C. Impact Indicators</p> <ul style="list-style-type: none"> Desired impact is clearly stated. Impact measures are clearly stated. A method to evaluate the results of the project is clearly stated. 	<p>C. Impact Indicators</p> <ul style="list-style-type: none"> Desired impact is adequately stated. Impact measures are adequately stated. A method to evaluate the results of the project is adequately stated. 	<p>C. Impact Indicators</p> <ul style="list-style-type: none"> Desired impact is poorly stated. Impact measures are poorly stated. There is no method to evaluate the results of the project.
Budget	Budget	Budget
<p>A. Project is highly leveraged with matching funds. Greater than 50%</p>	<p>A. Project is moderately leveraged with matching funds. Up to 50%</p>	<p>A. Project is not leveraged with matching funds.</p>
<p>A. Other resources and partners are committed to the project.</p>	<p>B. Some resources and partners identified for the project.</p>	<p>B. Very limited/no resources and partners have not been identified for the project.</p>

TYPICAL BUDGET FORMULAS

State:

1. Grant Request + Cash + In-kind = Total Project Cost (by item)

(accounts for total cost of each item)

Prairie Meadows:

2. Total Project Cost (bids) – Cash – In-kind = Grant Request

Others:

3. Grant Request + Cash + In-kind = Total Project Cost (non-itemized)

BUDGET – STATE SAMPLE

Description	Grant Request	Cash Match	In-Kind Match	Total
Consultants <ul style="list-style-type: none"> • Architect* • Task 2* 	1000	500	100	1600
Contractors <ul style="list-style-type: none"> • Paint* • Plumbing* 	2050 1200	2000 500		4050 1700
Personnel <ul style="list-style-type: none"> • Staff 1 • Staff 1 			10,000**	10,000
Materials/Supplies				
Equipment				
Total	4250	3000	10100	17350

*Must have bids, an explanation for how each budget line item was calculated; intended use of requested funds; sources of applicant cash match and/or in-kind match; and any additional sources of project revenue leveraged by requested funds.


**Check approved hourly rates and definitions of “in-kind”.

BUDGET

State of Iowa

Description	Grant Request	Cash Match	In-Kind Match	Total
Consultants <ul style="list-style-type: none"> Architect* Task 2* 	1000	500	100	1600
Contractors <ul style="list-style-type: none"> Paint* Plumbing* 	2050 1200	2000 500		4050 1700
Personnel <ul style="list-style-type: none"> Staff 1 Staff 1 			10,000**	10,000
Materials/Supplies				
Equipment				
Total	4250	3000	10100	17350

Grant Request - Cash - In Kind = Project Costs


 Total Project Costs - Cash - In kind = Grant Request

Prairie Meadows Community Betterment Grant

The Prairie Meadows Online Application will require you to upload this worksheet, along with Expense

Organization Name:	<i>type organization name here</i>
Project Name:	<i>type project name here</i>

Total Project Budget: List the project expenses with descriptions and amounts.	
<i>Project Expense Description</i>	<i>Expense Amount</i>
Architect assessment	\$1,600.00
Paint	\$4,050.00
Plumbing	\$1,700.00
Project Management.....	\$10,000.00
Total Project Budget:	\$17,350.00

Total Funding Secured: List the funders and amounts secured for the project.	
<i>Name of Funder / Source of Funds</i>	<i>Amount Secured</i>
Dedicated cash on hand - Bank of Iowa Acct	\$3,000.00
Total Funding Secured for Project:	\$3,000.00

Pending Funds: List the funders and amounts for which you have pending for this project. Do not include the amount requested from Prairie Meadows.			
<i>Name of Potential Funder / Source of Funds</i>	<i>Date Requested</i>	<i>Notification Date</i>	<i>Amount Requested</i>
JHC Associates, LLC Corporate Donation	1/10/19	1/25/19	\$10,100.00
Total Amount Pending for Project:			\$10,100.00

Requested Funds: How will the funds requested from Prairie Meadows be utilized for this project? List how the funds will be utilized.	
<i>Grant Request Expense Description</i>	<i>Amount</i>
Architectural assessment.....	\$1,000.00
Paint for.....	\$2,050.00
Plumbing for....	\$1,200.00
Amount of Funding Requested from Prairie Meadows:	\$4,250.00

$A + B + C = D$

Follow the directions closely

If there are multiple items in A and/or B, then there is no listing of the total bid amounts.

Architect \$1600
Painter \$4050
Plumber \$1700

A

B

C

D

COMMUNITY GRANT BUDGET WORKSHEET		
A TOTAL COST OF GRANT REQUESTED <i>Itemize below and estimate dollar amount. Please attach bid sheets and estimates.</i>		
#	Item	Amount (\$)
1	Architect	1000
2	Paint	2050
3	Plumbing	1200
4		
5		
Grant amount requested from WCPP		4250
B FUNDING FROM SOURCES OTHER THAN THIS GRANT <i>Please attach letter(s) of commitment and/or proof of funding from other sources</i>		
#	Item	Amount (\$)
1	Architect Cash Match	500
2	Paint Cash Match	2000
3	Plumbing Cash Match	500
4		
5		
Total funding from sources other than this grant		3000
C IN-KIND CONTRIBUTIONS Volunteer hours not included as in-kind contribution. <i>Itemize below and estimate dollar amount. Please attach letter(s) of commitment.</i>		
#	Item	Amount (\$)
1	Architect In-kind	100
2	Personnel	10,000
3		
4		
5		
Total In-Kind Contributions		10100
D Total Project Costs <i>PLEASE NOTE: SECTION D MUST EQUAL THE TOTAL OF SECTIONS A, B and C.</i>		17,350


When in doubt, call the funder

- Check dates for open question

WORKSHEET

Description	Grant Request (A)	Match (B)	In-Kind Match (C)	Total Bid
Total	A Grant Request	B Match	C In-Kind	D Project Total

AFTER YOU WIN!!

- **DO NOT change your scope of work. Adhere to your plan**
 - Modifications to your project will require pre-approval from the funder
 - NEVER supplant funds
 - Funds **MUST** be used for the project as described.
 - Changes to the funding line items require pre-approval
 - May constitute a crime
 - NEVER spend money you do not have
 - Complete all work within the timeframe defined in the application
- 

Jane Colavecchi
515-491-6088
Jane@jhcassociates.com

