



Grant Writing: A Game of Skill and Logic (and a little bit of luck)

Laura Nichols, Relief Funds Coordinator
Nicole Spencer, Relief Funds Accountant
Office of Accountability & Assessment
ENGAGE 2022



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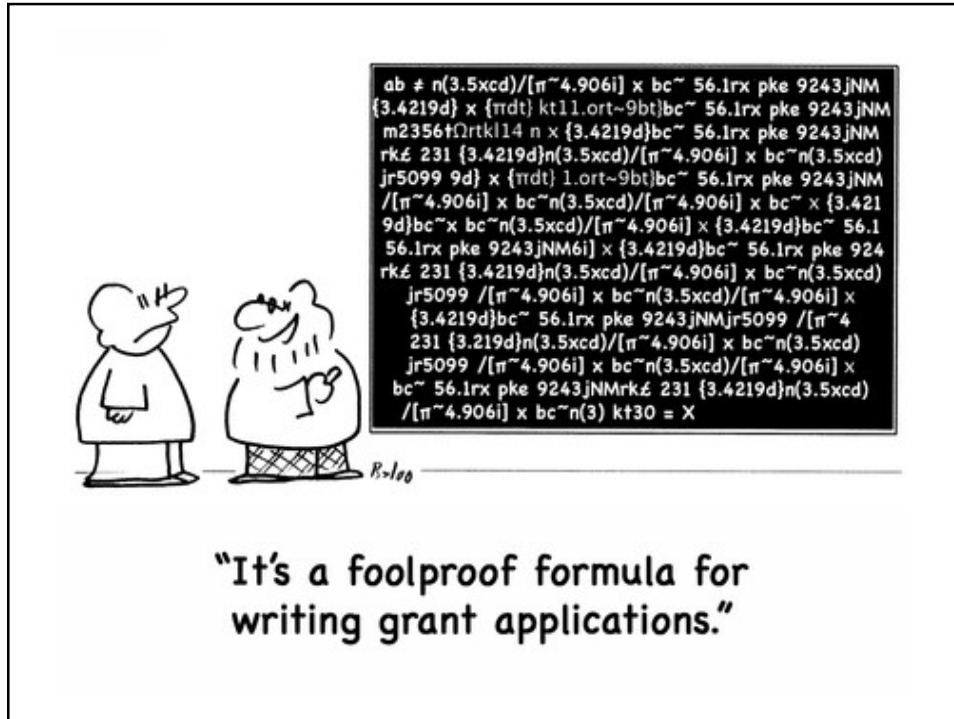
Today's Agenda

We will outline the fundamentals of the grant writing process.

Participants will:

- become familiar with the components of a grant proposal;
- learn strategies for developing proposals including budgets and evaluation plans; and,
- identify sources for grant opportunities.

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Assessing the Needs

- Find out what is already being offered and what holes need to be filled.
- Administer surveys
- Convene a focus group
- Review the information
- Decide what needs you can address

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Writing a Needs Statement

1. Gather data

Types of data:

- Demographic data
- Student performance data
- Professional development, Instructional or Technology needs
- Socioeconomic data


2. Review the data

3. Determine the needs based on the data

4. Write your Needs Statement

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Community Needs Assessment Form

Explanation: Matching Grant applications requesting US\$25,001 or above must include a community needs assessment. Please provide detailed answers to the following questions. The boxes will expand as you type. Attach this completed form to the Matching Grant application.

1. Name of community:
2. Describe the benefiting community. Include any relevant statistics as well as geographic and demographic information about the community.
3. What community needs were identified?
4. What is already being done to respond to the need(s)?
5. What resources are available locally to help meet the needs(s)?
6. What opportunities for projects did you identify?

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datacenter.kidscount.org

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THE ANNIE F. CASEY FOUNDATION
KIDS COUNT DATA CENTER

BY LOCATION BY TOPIC BY CHARACTERISTIC PUBLICATIONS UPDATES HELP ABOUT

Enter any location, topic and/or keywords here **SEARCH DATA CENTER**

KIDS COUNT® is a project of the Annie E. Casey Foundation and a premier source of data on children and families. Each year, the Foundation produces a comprehensive report – the KIDS COUNT Data Book – that assesses child well-being in the United States. The indicators featured in the Data Book are also available in the Data Center.

Choose a Location **Latest Updates**

Select a U.S. state or territory
Select Location -or- **VIEW U.S. DATA**

May 13, 2022
National Foster Care Month: 8 in 10 Children in Care Are Placed With Families
In recognition of National Foster Care Month, the KIDS COUNT Data Center is announcing 26 newly updated indicators on the more than 407,000 children and youth in foster care.

May 9, 2022
Progress Largely Stalled on Preterm Births and Babies Born With a Low Birth-Weight
Major progress to reduce the percentage of U.S. babies born prematurely or with a low birth-weight has not occurred in decades, and racial inequities remain a serious public health concern.

March 28, 2022
41.5 Million People Received SNAP (Food Stamps) in 2021, Up Nearly 6 Million from 2019
After steadily declining from 2013 to 2019, the number of individuals participating in the Supplemental Nutrition Assistance Program sharply

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th.gov/kidsdata-and-research/county-profiles.html

Tennessee Commission on Children and Youth

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UNT Archives
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the Child
UNT Publications
Profiles

County Profiles of Child Well-Being in Tennessee

Montgomery Rank: 18

Family & Community Rank: 40

- Percentage of births to unmarried females: **34.0%** Rank: 8
- School suspension rate: **4.6%** Rank: 84
- Substantiated abuse and neglect per 1,000: **5.2** Rank: 30

Economic Well-Being Rank: 27

- Child Poverty: **15.4%** Rank: 12
- Median Household Income: **\$60,779** Rank: 15
- Fair market rent: **\$1,239** Rank: 84

Health Rank: 12

- Child and teen deaths per 100,000: **24.9** Rank: 53
- Low birth weight babies: **8.1%** Rank: 32
- Children without health insurance: **4.1%** Rank: 88

Education Rank: 34

- 3rd to 8th grade reading proficiency: **29.7%** Rank: 27
- 3rd to 8th grade math proficiency: **27.7%** Rank: 51
- High school graduation rate: **93.0%** Rank: 44

2021 KIDS COUNT Data
Tennessee 2021 KIDS COUNT Profile - English
Tennessee 2021 KIDS COUNT Profile - Spanish

- Economic Well-Being Data Sheet
- Health Data Sheet
- Education Data Sheet
- Family and Community Context Data Sheet
- Rank Overview

Annie E. Casey Foundation KIDS Count National Data Book

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countyhealthrankings.org

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County Health Rankings & Roadmaps
Building a Culture of Health, County by County

About Us

Explore Health Rankings ▾ Take Action to Improve Health ▾ Online & On Air ▾ What is Health? Reports

NEW: [2022 County Health Rankings Released](#)

A just recovery to achieve **economic security and health for all**

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Writing a Needs Statement

- Should be related to the school's mission and purpose
- Should focus on the people to be served
- Should be something your team has the ability to do
- Must be easy to understand (KISS)

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Developing the Project Design

- Programming will be the most visible piece of the project.
- Activities should reflect the goal(s) of your program.
- People making programming decisions should take a close look at the needs of the participants to be served.
- If the activities are unappealing, participants won't come.
- Remember that activities can/should change as needs change.

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Brainstorming Ideas

**Assign a
Facilitator**

Specify a Goal

**Don't be
Judgemental**

**Set a Time
Limit**

**Write down
Everything**

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Establishing Performance Measures

- **Clearly describe the goals/outcomes for the project**
- **Explain the expected results and benefits of the activities**
- **Determine the impact of the activities on the students you will serve**
- ❖ **Should be concrete, measurable and achievable within a specific timeframe**

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Principles for Successful Partnerships

Child Care Partnership Project (<http://nccic.org/ccpartnerships>)

1. **Have clear goals**
2. **Select indicators and performance measures to monitor efforts productivity**
3. **Involve students and families in development of program and activities**
4. **Include your key stakeholders from the beginning**
5. **Define partners roles and responsibilities**

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Successful Partnerships (cont'd)



6. Communicate with partners
7. Be flexible
8. Draw on the strengths of partners
9. Make the project visible to the public
10. Maintain momentum and strive for sustainability

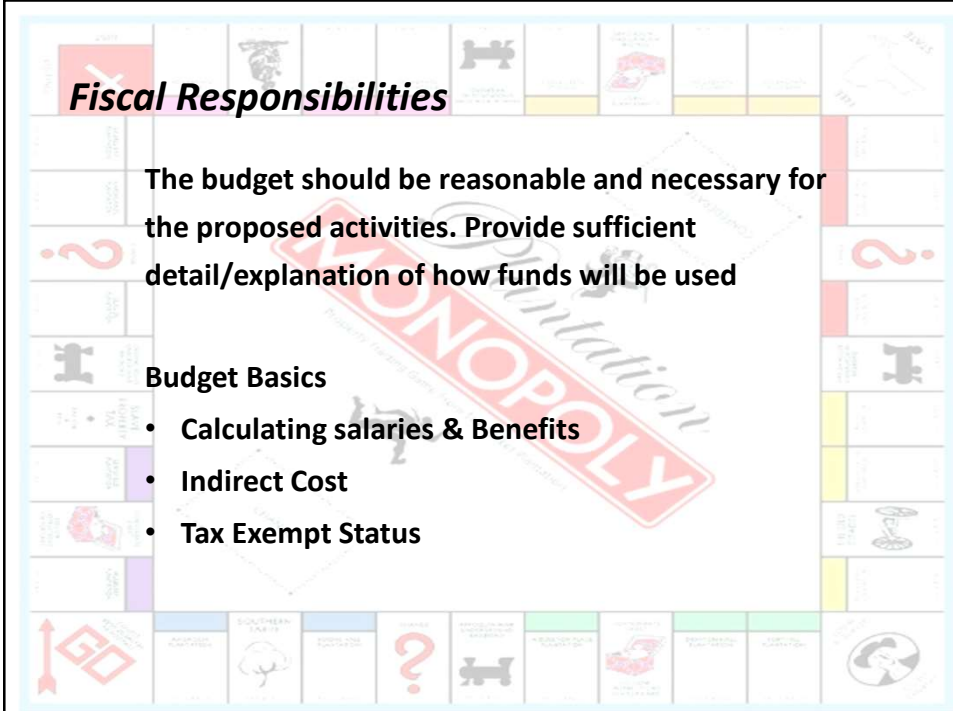
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Fiscal Responsibilities

The budget should be reasonable and necessary for the proposed activities. Provide sufficient detail/explanation of how funds will be used

Budget Basics

- Calculating salaries & Benefits
- Indirect Cost
- Tax Exempt Status



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More Fiscal Responsibilities

CMCSS Process and Procedures for grant expenditures and maintaining documentation

- Quotes and bids
- Requisitions and POs
- Contracts

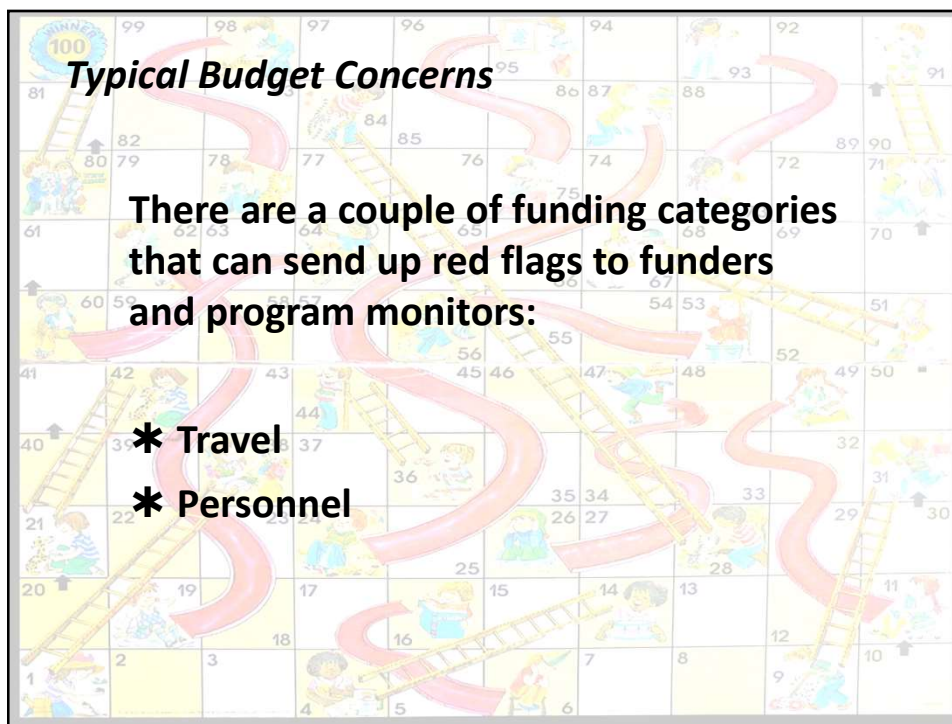
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Even More Fiscal Responsibilities

CMCSS Process and Procedures for grant payments and monitoring

- Vendor Payments
- Reimbursements
- Monitoring Supplies and Equipment

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For more information on grant writing, visit these sites:

- <http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>
- <http://www.npguides.org/guide/index.html>
- <http://www.grants.gov/>
- <http://nonprofit.about.com/od/foundationfundinggrants/tp/Grant-Writing-Tips-From-Muddled-To-Polished.htm>

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GRANTS LEARNING CENTER

The Grants Learning Center is your gateway to the federal grants world. Bookmark this page and participate in our growing communities on Blog.Grants.gov and Twitter (@grantsdotgov).

Grant Topics

- Grants 101**
Basics about the grant lifecycle & management
- Grant Policies**
Laws & regulations for federal awards
- Grant Eligibility**
Are you eligible to apply for grants?
- Grant Terms**
Grant-related terminology and acronyms

Community Blog

Articles and resources that equip current and prospective members of the federal grant community with information, answers, and tools to make your job easier.

Read the latest in our "What is a Grant?" Blog Series

Read the latest in our Federal Grantwriting Tips Blog Series

How to Add a New Organization Profile on Grants.gov [Updated]
6/3/2022 10:36 PM
Applicant users who are adding a new organization profile to their Grants.gov account must first ensure that they have a UEI (SAM) and that their organization is fully registered with the System for Award Management (SAM).

How to Create a Grants.gov Account and Link to a Login.gov Account
5/4/2022 3:21 PM
Learn the updated process of logging into Grants.gov and linking with Login.gov

Community Questions

- What is a grant?
- How do I apply for a grant?
- What is the DATA Act?
- What is the OMB Uniform Guidance?
- What is Workspace?
- Can I have a grant to repair my home?
- Where can I find grant events & trainings?

Twitter: @Grantsdotgov

Your source to find & apply for US federal grants | Connecting the grant community | Follow & RT @ Endorsements |

Grants.gov
@grantsdotgov

Federal Funding Eligibility Tip:
Know your applicant entity type. Are you a nonprofit org? A township? A research lab associated with a

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cfmt.org/grants-scholarships/grants/

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THE COMMUNITY FOUNDATION
of Middle Tennessee

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Giving & Investing - Grants & Scholarships - Commu

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Log In

Grants

Grantmaking is at the heart of The Community Foundation's work to enhance the quality of life in Middle Tennessee.

Foundation of Middle Tennessee

WELCOME to The Community Foundation of Middle Tennessee's Online Application Portal.

AVAILABLE APPLICATIONS

DISCRETIONARY GRANT PROGRAM

Eligible Applicants: 501(c)(3) nonprofit, charitable organizations located in and serving communities within the 40 counties of Middle Tennessee. The Foundation is particularly interested in transformation, collaboration, program impact, and making grants that enhance successful existing programs rather than new nonprofits and which can use a modest amount of funding to create enhanced outcomes.

Opens: July 6, 2021 at 5:00pm Central Time

Deadline: August 6, 2021 at 5:00pm Central Time

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memfoundation.org/application-guidelines/how-to-apply/

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The Memorial Foundation
Improving the quality of life through support to non-profit organizations.

HOME | ABOUT THE FOUNDATION | CATEGORIES OF GIVING | APPLICATION GUIDELINES | QUARTERLY NEWS | GRANT RECIPIENTS | CONTACT US

How to Apply

OVERVIEW | HOW TO APPLY | DECISION PROCESS | GRANT EVALUATION

Prior to submitting a grant, an organization must contact the Foundation and arrange a brief meeting to determine the potential eligibility of the request. At this meeting, the Foundation staff will explain the procedure for applying for a grant. **This is necessary for each grant request.**


To complete The Memorial Foundation's Online Grant Application, [click here.](#)

- Brief history (including date established) and statement of purpose of the organization. Include brief overview of nature and scope of programs, services and people served.
- Brief description of request for which funding is requested.
- Brief overview of project plans and timetables.
- Why the request is needed and the impact it will have on the people served.
- Goals and objectives and how outcomes will be measured.
- Source of funding commitments received and pending to date. Include the Board of Director's participation in fundraising and commitment of financial support to the organization.
- Financial plan for future sustainability.

In addition to the online grant narrative requested, the following attachments must be uploaded:

- Board of Directors roster with name and company affiliation (one-page listing).
- Itemized budget for the request and the organization's operating budget for the fiscal year that funding is requested.
- Most recent financial audit. If most current year-end financial statements have not yet been audited, include most current, unaudited year-end.
- Include report of any internal control related matters identified in the financial audit. (Note: This is a separate letter to the Board of Directors not included in your audit.)
- Internal Revenue Service determination letter confirming the Organization's tax-exempt status.

Meetings and site visits may be scheduled with applicant organization by the Foundation as appropriate.



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The screenshot shows the Dollar General Literacy Foundation website. The main heading is "UNLOCKING POTENTIAL IN OUR COMMUNITIES." Below it, a sub-heading reads: "We support programs in Dollar General hometown communities that are helping individuals take their next steps towards a bright future." The navigation menu includes "ABOUT US", "OUR STORIES", "GRANT PROGRAMS", and "PROGRAM LOC".

The grant programs are listed as follows:

- ADULT LITERACY GRANTS**: Creating access and opportunity for adults to learn.
- BEYOND WORDS**: Rebuilding school libraries affected by disasters.
- FAMILY LITERACY GRANTS**: Learning for the whole family.
- SUMMER READING**: Keeping students engaged in reading throughout the summer.
- YOUTH LITERACY GRANTS**: Supporting students on their K-12 educational journey.

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The screenshot shows the Scholastic Librarians website. The main heading is "Activities & Programs". Below it, there is a "Library Grants" section with a table of grant programs. The table includes the following information:

Grant Name	Application Deadline
Starbucks Foundation The foundation funds programs for youth, ages 6-18, that integrate literacy with personal and civic action in the communities where they live. The Starbucks Foundation invites letters of inquiry from qualifying 501 (c) 3 organizations that work with underserved youth in the fields of literacy (reading, writing and creative/media arts) and environmental literacy. Grants range from \$5,000-\$20,000.	February 1 – March 1, August 1 – September 1
The Libri Foundation The Libri Foundation was established in 1989 for the sole purpose of helping rural libraries acquire new, quality, hardcover children's books they could not otherwise afford to buy. Since October 1990, the Foundation has donated over \$2,300,000 worth of new children's books to more than 2,200 libraries in 46 states.	March 15, July 15, December 15
ALTA/GALE Outstanding Trustee Conference Grant The ALTA/Gale Outstanding Trustee Conference Grant enables public library trustees to attend the ALA Annual Conference. A grant of \$750 each is awarded annually to two public library trustees who have demonstrated qualitative interests and efforts in supportive service of the local public library.	March 31
The Improving Literacy through School Libraries (ILSL) program The ILSL program promotes comprehensive local strategies to improve student reading achievement by improving school library services and	April 11

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Through an annual grant cycle, the Nashville Predators Foundation empowered by SmileDirectClub gives out hundreds of thousands of dollars to local charities for projects and programs benefiting youth and their families in Nashville and Middle Tennessee. In 2022, the foundation distributed \$775,000. The grant application opens in October with the start of the hockey season and closes in late January.

Read more about the grant application process and learn how to apply below.

— Grant Guidelines

- Applicant must be a 501c3 organization or government agency serving the Nashville or Middle Tennessee area
- Projects/programs must benefit youth and their families
- Each organization can only submit ONE application.
- Grants may range from \$500 to a maximum of \$10,000. Average 2020 grant was \$4,000.
- Projects with a detailed itemized list of grant expenses are more likely to be funded.
- Organizations looking to partner with the Nashville Predators and the Nashville Predators Foundation beyond funding are given stronger consideration.
- Organizations whose operating budget is under \$2.0 million will receive priority consideration.
- Organizations that have received funding in three consecutive years will be considered but organizations that have not received grants in consecutive years may receive priority consideration.

What Do We Fund?

- Specific projects
- Durable goods
- One time programs

What We Do Not Fund

- General operating costs
- Staff salaries
- Sponsorship or fundraising of any kind
- Capital campaigns
- Endowments or reserve funds or grants to individuals
- PTAs or Booster Clubs

Preds Foundation Grants

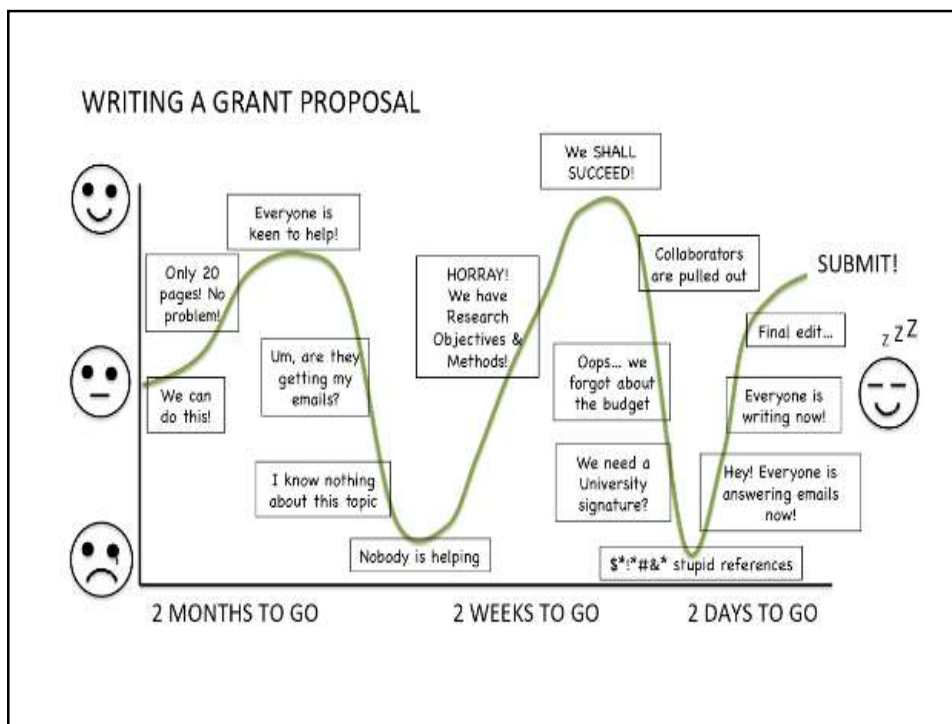
- + Grant Guidelines
- + 2022 Grant Recipient Reminders
- + Grant Amount Given by Year
- + 2022 Grant Recipients
- 2023 Preds Foundation Grant Application

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Our Final Tips:

- 1. Read the application package before you get started.**
- 2. Perfect your statement of need.**
- 3. Don't pretend that you can provide all of the services on your own.**
- 4. When stating goals/objectives, make sure they are measurable and realistic.**
- 5. FOLLOW THE DIRECTIONS!**

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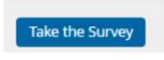


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CMCSS PROFESSIONAL LEARNING CONFERENCE

SURVEY COMPLETION

Access the PLAN homepage via ClassLink.	
Locate the Registered Learning Opportunities Box.	
Find the name of your course, and click the Take Survey button.	
Click the Take the Survey button at the top of the page.	
Mark your responses to each question, then click the Record & Return to Menu button at the bottom of the page.	