



Advanced Grant Writing: *Putting the Pieces Together*

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Office of Accountability & Assessment
ENGAGE 2023



Today's Agenda

We will review the fundamentals of the grant writing process.

Participants will:

- **learn strategies for developing proposals including budgets and evaluation plans,**
- **practice writing different grant components, and**
- **identify sources for grant opportunities.**



Your 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**



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

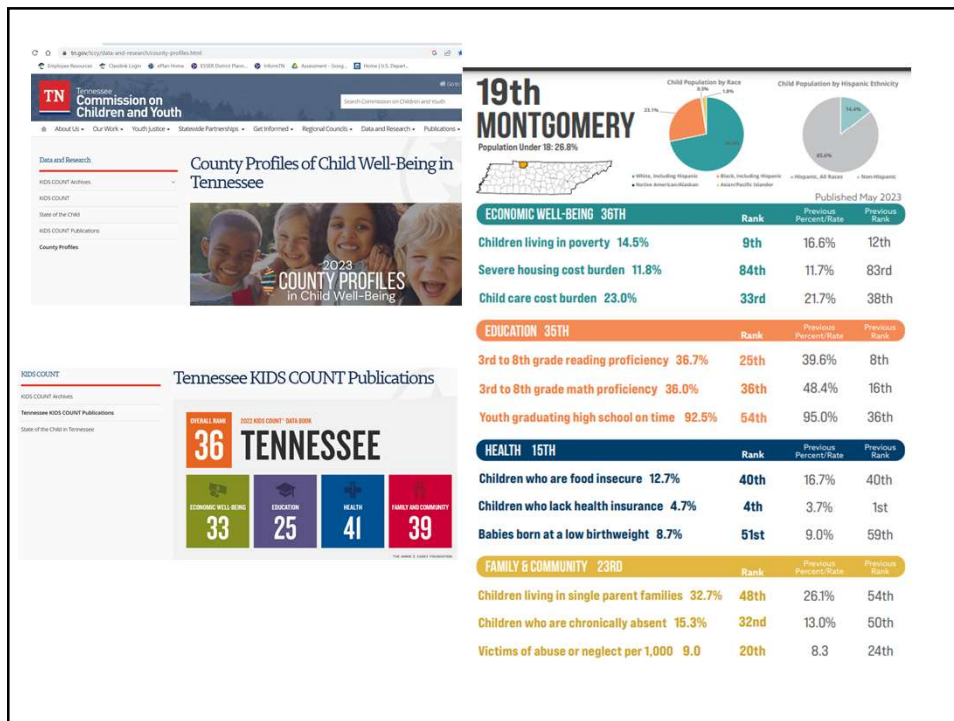
The image displays two screenshots of the InformTN ePlan interface. The top screenshot shows the 'Barkers Mill Elementary' dashboard. The navigation menu includes 'Prepare to Plan', 'Explore Data', 'Analyze Needs', 'Reflect to Plan', 'Upload Documents', 'Develop Plan', and 'Review Plan'. The bottom screenshot shows the 'Montgomery County' interface in the 'Analyze Prioritized Needs' stage. It features a search bar, filters, and a list of needs including 'Student Achievement', 'Student Supports', 'Employee Capacity', and 'Maximize Employee Capacity'.



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.

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



TRUSTED WELL-BEING DATA ON CHILDREN AND YOUNG PEOPLE IN THE UNITED STATES

The Annie E. Casey Foundation's KIDS COUNT® (LA INFANCIA CUENTA™) is a premier source of data on children, youth and families. Find indicators for the nation, states and more.

SELECT A U.S. STATE OR TERRITORY
 Select Location [dropdown] VIEW NATIONAL DATA
 U.S. DATA

The image shows a map of the United States with state abbreviations. A separate column of state abbreviations is shown on the right side of the map, including MA, RI, CT, NJ, DE, MD, and DC.

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 ▾ Reports

NEW: 2023 County Health Rankings Released!

Cultivating civic infrastructure and civic participation for healthier communities

Civic health is connected to how long and how well we live. The 2023 County Health Rankings National Findings Report examines how well-resourced civic infrastructure gives us the space and opportunity to work together and how civic

The image shows a woman in a pink shirt looking at a sign that says "T'is N'azb Community School" with a bear logo.

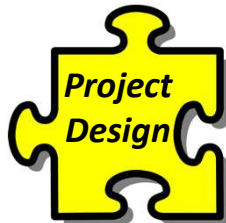
PRACTICE: *Write a Needs Statement*

Describe the need for this project. Please note academic, social and/or emotional needs to be addressed and any pertinent data on the student population to be served.

Samples:

District discipline data reveals escalating behaviors as students transition from middle to high school. CMCSS uses the SAEBRs (Social Academic Emotional Behavior Risk Support) universal screener three times a year to determine students' social, academic, emotional, and behavioral needs. In the fall of 2021 data collected indicated that 30% of students screened self-identified as some or high risk. The winter screening showed a slight decline with 29% of students screened self-identifying as some or high risk.

Root cause data analyses across schools reveals the following trends with struggling populations of students (1) High frequency of suspensions that results in students not having access to the instructional environment, (2) Lack of high quality and rigorous core instruction and assessment in ELA and Math, and (3) Need for more rigorous academic support for at risk student groups.



- **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.**

PRACTICE: *Draft the Project Design*

Summarize the project components, purpose and the design of the project and how it will meet the grant objectives.

Sample 1:

We plan to utilize grant funding to help integrate evidence-based educational strategies and program models to ensure that our schools, and district, operate in a trauma-sensitive way to reduce delinquent behavior. We will build upon the trauma-sensitive practices outlined in the National Center on Safe Supportive Learning Environments' Trauma Sensitive Schools Training Package (Guarino, K. & Chagnon, E. 2018) that includes: Support staff development; Create a safe and supportive environment; Assess needs and provide support; Build social and emotional skills; Collaborate with students and families; and, Adapt policies and procedures. Our project will focus on 1) capacity building, 2) student programming and resources, and 3) policies and practices.

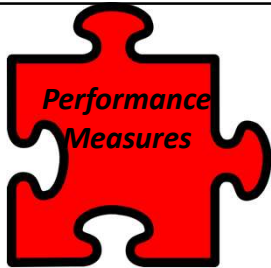
PRACTICE: *Draft the Project Design*

Sample 2

Strategies utilized to address the Goals:

Our strategies for a replicative model for providing academic, social emotional learning and well-being supports for military connected youth are:

- (1) ***Second Step Out-of-School curriculum*** will be an extension of the school-day universal, Tier 1 social-emotional learning (SEL) curriculum that helps teach skills like community-building, empathy and kindness, and growth mindset to children from Kindergarten through Grade 5. Designed specifically to meet the needs of out-of-school time (OST), the age-appropriate activities use play, arts and crafts, and games to encourage creativity and elevate youth voice and choice and incorporates strategies that support cultural responsiveness.
- (2) ***STEM Career Exploration*** - The *When I Grow Up* curriculum, offered through Workforce Solutions, provides free career lessons, activities, and resources for Grades Pre-K - 5. The curriculum uses fun and exciting activities to expose young people to a variety of high-skill, high-growth career possibilities. *Defined Careers*, offered through TN STEM Innovation Network, is a project-based program that allows students in grades K-12 to explore and experience STEM careers. It allows students to work through a series of hands-on tasks giving them the opportunity to apply their knowledge and skills to real-world challenges to better understand different careers. 4-H STEM programs use hands-on activities in robotics, computer science and electrical engineering to teach problem solving, creative and critical thinking, and inspire kids to explore engineering and technology. Through membership with the REC Foundation, we will have access to *VEX robotics* equipment/supplies at a reduced cost as well as free staff training. As students transition to middle school and high school, they will have opportunities to participate in more advanced coding and robotics through CTE Pathways and JROTC.



Should be concrete, measurable and achievable within a specific timeframe

- **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**

PRACTICE: *Create Performance Measures*

Describe the specific, measurable results that indicate student improvement you expect to have achieved at the end of the funding period. Use quantitative and qualitative data to report results.

Sample 1:

Goal 1: Military connected youth will demonstrate growth in reading and math fluency.

Outcome 1: Reading fluency will increase by 6% with at least 20% of military dependent students attending regularly (100 hours).

Outcome 2: Math fluency will increase by 6% with at least 20% of military dependent students attending regularly (100 hours).

Outcome 3: Family engagement will result in at least 40% of military connected parents/guardians participating in a minimum of two Academic Fun Nights.

PRACTICE: *Create Performance Measures*

Sample 2

GOAL 1: Capacity Building - facilitating opportunities for staff and parents to improve knowledge and skills for providing trauma supports to children.

Objective: Cohort staff (100) and families (375) will participate in professional learning using evidence-based programs and strategies to improve capacity around effective trauma and behavioral supports for students.

GOAL 2: Student Programming & Resources - providing students access to evidence-based programming, resources, and strategies to build resiliency and develop coping strategies to address risk and protective factors.

Objective: After participating in interventions, 50% of participating students will exhibit improved coping skills, have improved attendance, have fewer discipline referrals, and/or improved academic performance.



- 1. Include your key stakeholders from the beginning**
- 2. Define partners roles and responsibilities**
- 3. Communicate with partners**
- 4. Draw on the strengths of partners**
- 5. Make the project visible to the public**

Principles for Successful Partnerships, Child Care Partnership Project (<http://nccic.org/ccpartnerships>)

PRACTICE: *Describe Partnerships*

Describe the participation and support of a separate, partner organization from the community that brings added support and sustainability to the project.

Sample

Fitness and Nutrition programming will focus on physical activity, health, and nutrition through collaboration with our local and state 4-H Extension Service, local Health Department and our district Health Center's *Alive and Well* program. *Up for the Challenge* is a 4-H fitness, nutrition and health curriculum specifically designed for military afterschool programs, and *4-H Healthy Habits* helps kids build healthy habits with a core focus on nutrition and food preparation skills. *Alive and Well* encourages participants to improve their nutrition and physical activity habits through fun group activities. Montgomery County Health Department provides education programs around nutrition and healthy eating, physical activity and overall health and wellness. All sites will provide nutritional snacks to students each day of programming; any summer activities will include meals and snack.



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**
- **Match requirement**

More Fiscal Responsibilities

CMCSS Process and Procedures for:

Grant expenditures and maintaining documentation

- **Quotes and bids**
- **Requisitions and POs**
- **Contracts**

Grant payments and monitoring

- **Vendor Payments**
- **Reimbursements**
- **Monitoring Supplies and Equipment**



PRACTICE: *Draft a Simple Budget*

Provide detailed description of how requested funding will be spent. Include a description and cost for all items.

Sample

Supplies

Training materials for **Professional Development**: Second Step Out-of-School Time curriculum kits \$499 per kit, one per school

Consumables: To be used for Tutoring, Career Exploration, and Family Engagement activities as needed: Paper, pencils, folders, post-its, notebook paper, markers, folders, scissors, card stock, construction paper, butcher paper, rulers, crayons, craft sticks, science boards and glue.

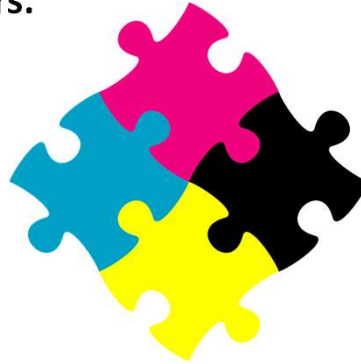
STEM supplies – Through membership with the REC Foundation, we will have access to robotics equipment/supplies at a reduced cost; additional manipulatives will be provided by CMCSS:

- VEX123 Classroom Bundle \$1798 one per school (Intro kit for grades K-2, multiple activities through coding cards and online skill drills)
 - VEX123 Educator Certification Course 6hrs
- VEX GO Classroom Bundle \$2498, one per school (Grades 3-5, multiple activities through 4 missions)
 - VEX GO Educator Certification Course 8hrs

Some Typical Budget Concerns

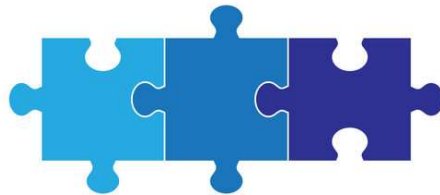
There are a couple of funding categories that can send up red flags to funders and program monitors:

- * Travel**
- * Personnel**



Timeline & Sustainability

- Briefly state the timeline for accomplishing stated outcomes.
- Describe how the project will be sustained beyond the grant period and/or how it provides a model that other educators can use.



Sample Timeline

Task	Person Responsible	Timeline
Announce grant award and complete OJJDP paperwork	Director of Schools, Communications Dept. and Accountability Director	Fall 2022
Post/hire grant funded positions	HR Dept. and Accountability Director	Fall 2022
Initiate contracts/MOUs with all vendors	Grant Manager and Purchasing Dept.	Fall 2022 – Winter 2023
Introduce student programming: <ul style="list-style-type: none"> • Creative Arts Therapy with Southern Word and APSU • Academic eSports with TSU • Calming Corners at each school 	Trauma Informed Specialist, A.G.E. Coord., CTE Coord., Lead Counselors, Grant Manager and Vendors/Partners	Winter/Spring 2023 Recruit eSports participants Spring 2023 Activities Ongoing for life of the grant

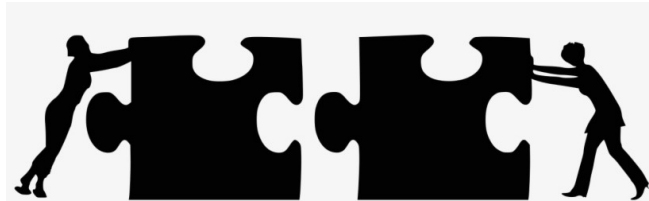
Sample Sustainability Plan

The work for this project was identified utilizing the *Strategic Planning Process*. This process requires the alignment of mission and vision, as well the delineation of objectives, utilization of data analysis with strategy formulation and implementation, coupled with progress monitoring with monthly and annual evaluations. This work allows for the strategic alignment of resources to meet identified needs. With these foundational structures in place CMCSS has identified the following strategies for addressing the sustainability of the work proposed in this project.

- The district will actively pursue additional funding opportunities which align with the identified strategic work to include TN Summer Learning Camp, 21st Century Community Learning Century, and Lottery for Education Program grants.
- The support of the community is central to the work. In collaboration with local mayors and funding bodies, the plan is to review the county budget and seek support for the initiatives identified within the project with positive outcomes during the annual budget process.
- Collaboration with community partners such as 4-H Extension will ensure some of the grant programming continues utilizing the partner organization’s resources.

Commonly Used Selection Criteria:

- **Need for the project**
- **Quality of the project design**
- **Quality of the evaluation plan**
- **Quality of the management plan**
- **Adequate use of resources**



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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SEARCH: Grant Opportunities ▾ Enter Keyword... GO

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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 LUEI (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 | Follows & RTs ≠ 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

cfmt.org/grants-scholarships/grants/

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THE COMMUNITY FOUNDATION OF MIDDLE TENNESSEE

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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

Log In

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

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.



← → ↻ 🔍 dgliteracy.org/grant-programs/?family-literacy-grants

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THE DOLLAR GENERAL LITERACY FOUNDATION ABOUT US OUR STORIES GRANT PROGRAMS PROGRAM LOC.

UNLOCKING POTENTIAL IN OUR COMMUNITIES.

We support programs in Dollar General hometown communities that are helping individuals take their next steps towards a bright future.

[FAQS](#) [ABOUT GRANT PROGRAMS](#)

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

https://www.scholastic.com/librarians/programs/grants.htm

SCHOLASTIC Teachers Parents Kids Administrators Librarians Book Clubs Book Fairs

Librarians

Activities & Programs

BookUpdate
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GROlier children's press Franklin's facts Grolier Online

Scholastic Library Publishing offers the finest products for both schools and public libraries under its prestigious imprints. [Order now](#)

Library Grants [E-mail a Colleague](#)

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 48 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

nhl.com/predators/community/foundation/grants

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Schedule News Video Photos Team Tickets Stats Community Fans Bridgestone Arena Fort Ice Cen

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 501(c)3 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

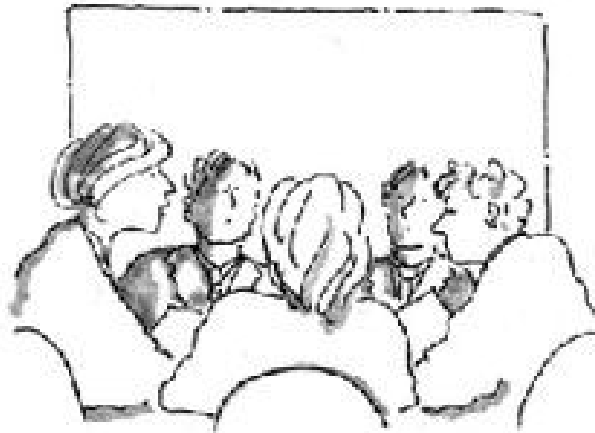
- General operating costs
- Staff salaries
- Sponsorship or fundraising of any kind
- Capital campaigns
- Endowments or reserve funds or grants to individuals
- PTAs or Booster Clubs

Preds Foundation Grants

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

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!**



6

THE CHAIRMAN OF RELATIVES

MARKED GIBBY

**"Agreed. We fund only those proposals
we can understand."**



Presenter: LAURA NICHOLS

Position: Relief Funds Coordinator

Location: Central Services South

Contact Email: Laura.Nichols@cmcss.net


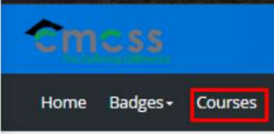
NICOLE SPENCER

Relief Funds Accountant

Central Services South

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