



Grant Writing for Community Based Organizations

Should we Apply for this Grant?



What is a Grant?



A GRANT IS A FINANCIAL AWARD GIVEN BY A GOVERNMENT, ORGANIZATION, FOUNDATION, OR INDIVIDUAL TO SUPPORT A SPECIFIC PROJECT, ACTIVITY, OR PURPOSE.



GRANTS ARE NOT MEANT TO REPLACE REGULAR REVENUE OR INCOME STREAMS FOR ORGANIZATIONS OR INDIVIDUALS.



GRANT WRITING IS THE PROCESS OF PREPARING AND SUBMITTING PROPOSALS TO SECURE FUNDING FROM GRANT-MAKING ORGANIZATIONS.



What is a Request for Proposals?

- A Request for Proposals (RFP) is a document that an organization publishes to solicit bids from potential vendors or contractors for a specific project or service.
- The RFP outlines the project's requirements, objectives, and criteria for selection.
- It invites interested parties to submit detailed proposals explaining how they will meet the project's needs, including costs, timelines, and qualifications.

Key elements of a typical RFP

Executive Summary

- A brief overview of your project or proposal.

Project Description

- Detailed information about your project, including objectives, methods, and expected outcomes.

Organization Background

- Information about your organization, its mission, history, and relevant experience. Why are you uniquely positioned to succeed



Key elements of a typical RFP

Timeline

- A timeline for project implementation, including key milestones and deliverables shows funders that you have a clear plan for how the project will unfold.

Evaluation Plan

- Outlines how you will measure the success and impact of your project

Budget

- A comprehensive budget outlining how the grant funds will be used.

Staff and Team Capacity

- Information about the key personnel involved in the project, their roles, and qualifications.

Who reviews proposals?

- Program Officers and Grants Managers ensure proposals align with the organization's mission and funding priorities.
- Review Committees and Panels evaluate the feasibility and potential impact of the project, looking for innovative and evidence-based methods.
- Executive Leadership and Board Members focus on the broader implications and strategic alignment of the proposal. They consider the overall impact, long-term benefits, and whether the proposal stands out as compelling and innovative.





Always write for the reader!

- **Answer the question.**

- Funders often read many proposals, so make sure your project description is easy to follow and to the point.
- Use clear and straightforward language.
- Avoid jargon and overly technical terms.
- Be concise. **Stick to the word/page limits.**
- Watch for errors, typos, or other writing issues that detract from professionalism.

Review. Edit. Repeat.



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Substance Abuse and Mental Health

HMA

“Should we apply for
this grant?”



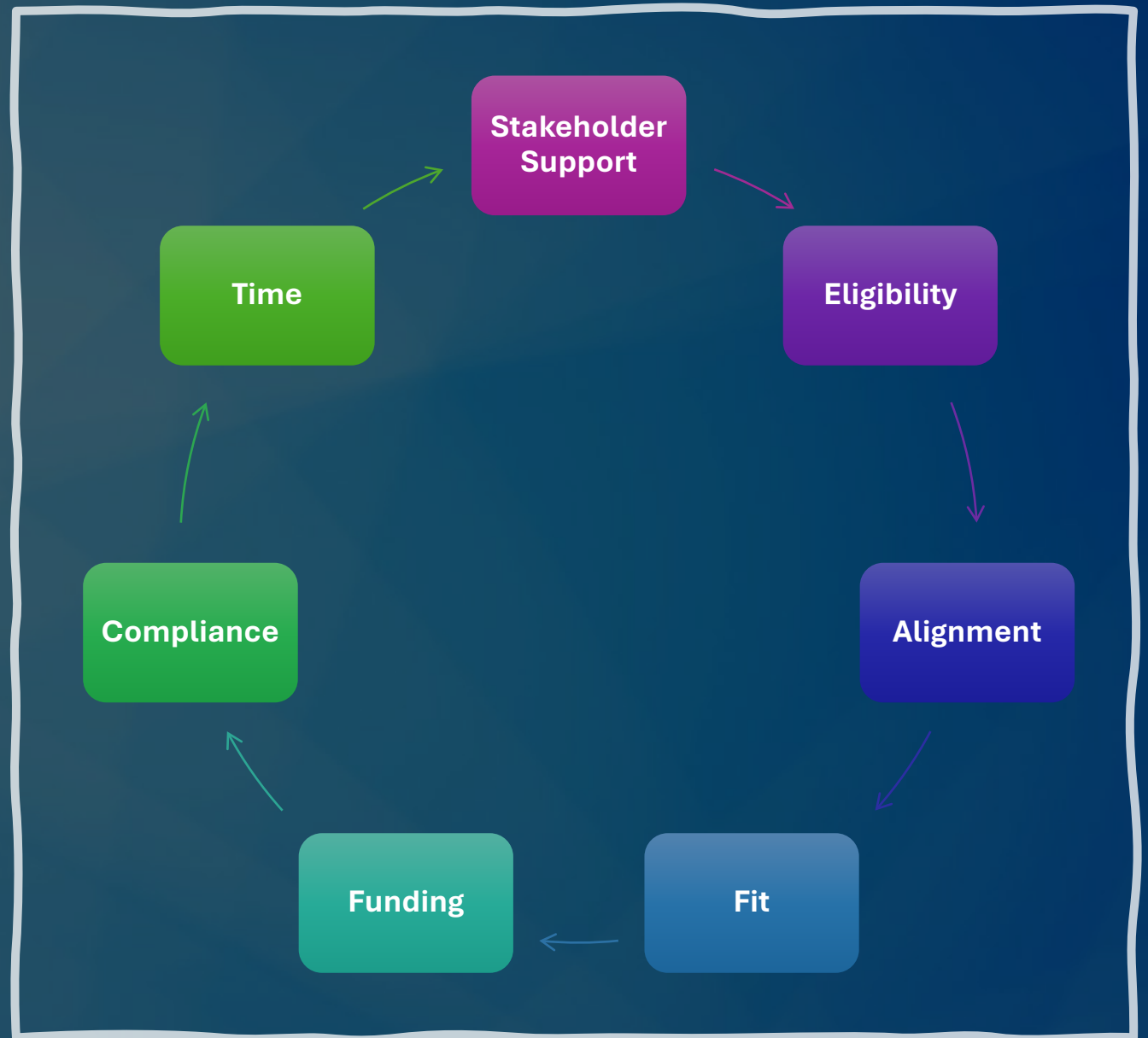


- Hold a decision-making meeting with key stakeholders to weigh the pros and cons and make an informed decision.



Key Considerations

Pages 6 – 15 of your workbook will guide you through each step of this process.



Stakeholder Support



DOES OUR BOARD, LEADERSHIP, AND **KEY STAFF** SUPPORT THE DECISION TO APPLY AND ARE COMMITTED TO THE PROJECT?



ARE ANY NEEDED EXTERNAL PARTNERS ON BOARD AND COMMITTED TO COLLABORATING ON THE PROJECT?

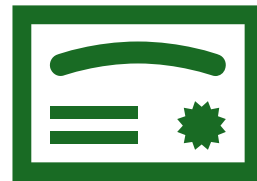
Who are the key stakeholders you would consult when deciding to apply for grant funding?



“Do we meet the eligibility criteria?”



Business status (e.g.,
Proof of Non-Profit Status)



Licensure requirements



Government identification
numbers



Common Requirements



Business license or 501(c)3 status



Unique Entity ID (UEI)



Certificate of Liability Insurance (COI)



Delaware eSupplier-



DSAMH licensure



Certification/accreditation?



DUNS

Pages 9 and 10 in the workbook provides a detailed description of each status and instructions on how to apply if necessary



We don't meet the eligibility criteria, but we still want to participate in the funding opportunity. What can we do?



CBO & Treatment Provider Partnerships

- CBOs and treatment providers can create strong, effective partnerships that significantly enhance their ability to serve the community.
 - Medical Provider and Peer Organization
 - Hospital Emergency Department and Housing Provider
 - FQHC and a Food Bank
 - Residential Program and a Workforce Development Organization
- **Pages 18 and 19** in the workbook provide key steps to setting up and maintaining strong partnerships



Alignment with Mission and Goals?

1

Does this funding opportunity align with our organization's mission, strategic goals, and current priorities?

2

Will this grant enable us to achieve significant outcomes or address key needs within our community?

3

How will applying for and managing this grant impact our organization's other projects and initiatives? Do we have the bandwidth?



Is this grant a good fit with our organization and population needs?

- Does the funding opportunity provide a pathway to solve a pressing problem?
- Does our project idea fit within the scope and priorities of the grant program?
- Will we be able to sustain the project after the grant funding ends?



Will the funding support our idea?



Is the grant amount sufficient to cover the project costs?
(Prepare a preliminary budget to determine).



Do we have the finance structures in place to properly handle this amount of money?



How will we sustain the project after the grant funding ends?



Can we comply with the terms and conditions?



Review the terms and conditions to ensure you can comply with all the requirements, including reporting, auditing, and regulatory compliance.



Identify any restrictions on the use of funds and ensure they do not conflict with your project needs.



Do we have the capacity to collect and report the data required to measure the success of the project?



How else will we demonstrate the impact of the project through measurable outcomes and indicators?



Finally ask, do we have enough time to prepare a strong application before the submission deadline?



Remember.. Write for the Reader!!!



Reviewers read many proposals, writing in an immediately engaging way is critical.



Reviewers are detail-oriented, they meticulously check for completeness, coherence, and adherence to guidelines.



Readers appreciate proposals that are clear, well-organized, and easy to understand.



By adopting a succinct and direct writing style, you make the reviewers' job easier and distinguish your proposal from others.



Summary

- **Evaluate Thoroughly:** Start with a comprehensive assessment of the grant opportunity and ensure it aligns with your mission and capacity.
- **Make Informed Decisions:** Engage stakeholders, verify eligibility, and assess feasibility before committing to an application.
- **Build Strong Partnerships:** Collaborate strategically to enhance your proposal's effectiveness and community impact.
- **Write with Clarity & Purpose:** Be concise, clear, and aligned with the funder's requirements to stand out from the competition.
- **Achieve Lasting Impact:** Focus on securing funding that leads to meaningful, sustainable outcomes in your community.