

## OVERVIEW – Before you Start

*The process of writing successful grants is not about getting the money . . .  
it's about building relationships!*

- Learn the basics of:
  - Planning
  - Researching
  - Communicating
  - Administering
  
- Gain an understanding of:
  - Writing winning proposals
  - The different types of grants
  - Making a good match between your organization and the Grantor

Be ready to BRAINSTORM your ideas!

- Bring or Know:
  - Information about your school/organization
    - – location
    - – demographics
    - – the needs
  - Corporations in your area and state
  - People with whom you can partner
  - Local businesses and organizations with which to network

Know your *Mission*, *Goals*, and *Passion!*

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# EIGHT STEPS to get you STARTED

## **STEP 1: Define your Goals**

Set a plan and stick to it

Define exactly WHAT YOU WANT

- be specific and detailed

## **STEP 2: Review your Plan**

Go over your notes. Get others' input and formulate your plan. Form a committee.

## **STEP 3: Determine what the grant provider wants**

Do some research

Find out what qualifications are necessary

## **STEP 4: Locate the Grant Program**

Find a program that will help make your plan a reality

- purchase products and/or materials
- contract services and/or trainings
- create or start a project
- perpetuate sustainability – subsidize services, investments, income, etc.

## **STEP 5: Do your Homework**

Do the preliminary “legwork” and “homework” on the project to see if it will support:

- the goals for acquisition/purchase of materials/products/services
- the one-time project –or- sustainability for continuation

Get the necessary forms to fill out. Determine any fees, costs involved, etc.

## **STEP 6: Develop working relationships**

Learn to develop personal working relationships with all people you come in contact with, from the beginning to the end of your project.

- grantor
- partners
- sponsors
- volunteers
- community

## **STEP 7: Submit your application**

Submit a complete package. Include a realistic proposal for the work/project to be done:

- description of how money will be spent
- list of necessary equipment and supplies
- an estimation of how much the work will cost
- a description of how the community will benefit from your project

## **STEP 8: Wrap-up the project**

Complete all legal requirements & paperwork. Create a schedule and stay on target. You must adhere to the requirements stated in the grant. Keep records and photos of every action.

# MANAGING your PROJECT

## Develop a Committee

Organize a group of interested people to help manage your project.

Define what is required for each position... be specific with expectations/time frames:

- Chairpersons/managers
- Executives (president/secretary/treasurer)
- PR (media/contact helpers)
- Coordinators (events/schedules,etc.)

## Review the Specifics of the Project

Go over your notes and contracts. Know exactly what is required to be done.

## Make a Schedule

Do some research. Find out what other groups' schedule of events are.

Determine the necessary time frames/availability of those involved... refer to a calendar.

## Do your Part

Handle your responsibilities as agreed.

If unable to follow through, get help immediately.

## Keep Positive Working Relationships

Learn to keep expressing appreciation for others and their involvement. If problems arise, deal with them immediately in a courteous manner. Keep all attitudes “on the table” & open.

## Keep “Crunch Time” Stressors to a Minimum

As the event approaches, be sure to follow a set of specific check-list items and schedule.

Little surprises at this stage of the game could become huge obstacles to others.

## Handling the Project

- Establish one person as the individual Event Coordinator. This person has the final say in decisions. Always offer support: verbally, physically, and emotionally.
- Establish volunteer positions as well as a volunteer coordinator(s) for large events.
- Each person MUST be reliable and responsible with their assigned roles.

## Wrapping it Up

- Be sure you are clear about set up and clean up! Always keep a “paper trail”. Establish a reporter if necessary, who handles all editorials/reports of events.
- Hold a final meeting after each event to discuss/review/evaluate/present reports, etc.
- Celebrate your successes and *document everything!*