



Center for Thriving Communities

Grantwriting 101

EMPOWERING
Resources **For All**



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Get to Know the Center for Thriving Communities



FLORIDA HEALTH
JUSTICE PROJECT



hispanicfederation



In 2022, Florida Blue awarded a grant to UF Health Jacksonville to form the Center for Thriving Communities in collaboration with 904WARD, the Florida Health Justice Project, and the Hispanic Federation.

Mission & Vision

Vision: A Florida where everyone has the opportunity to prosper and thrive

Mission: To collaborate with communities in the creation of enduring and impactful resources that support all Floridians in achieving the highest levels of health and well-being.



Introductions

Please introduce yourself by telling us:

- Name and pronouns
- Name of your organization
- What you hope to get out of today's session

And then call on the next person!



A Few Housekeeping Items....



- If possible, have a computer with you with internet access.
- Be sure you have the Session Packet and take good notes!
- If you can, please turn your camera on. We want to see your face!
- Actually do the work if you can. You'll be that much closer to a grant proposal at the end of this if you do!

Today's Agenda

- Welcome and C4TC Review
- Introductions & Housekeeping
- The Most Important Thing
- Pre-Work
- LOIs
- Grant Narrative
- Budgets
- Attachments
- Wrap-Up and Closing



The Most Important Thing...

- READ the grant requirements – don't try to force a square peg into a round hole.
- READ the previous list of grantees – if they're not like us, consider if it's worth the effort.
- READ the grant directions – and follow them! Even when they are repetitive or don't make sense.



Pre-Work (Also Known as Stuff You Need Beforehand.....)



- Mission, Vision and Values
- Board of Directors
- Strategic Plan
- Money, Money, Money
 - Audited Financials
 - Organizational Budget
 - Project or Program Budget
- 501(c)(3) designation letter
- State of Florida Charitable Tax Exemption Letter



Letter of Inquiry/Intent (LOIs)

Your Letter of Intent is a summary and should include:

- Description of your organization
- Concise project description
- The need your project addresses along with your proposed solution
- Qualifications to implement the project
- Requested amount and alignment with funder's guidelines and interests

Let's Look at the Cameron Foundation

- If you are following online, go to www.camfound.org and then click on How to Apply and then Application and Reporting Procedures.
- Even though this is not for a local grant, the process is the same.

The Cameron Foundation

Grant Narrative - Summary

Every grant, unless directed otherwise, should begin with a summary statement. This should be one or two paragraphs.

Be sure to include:

- **A basic overview of your organization**
- **The need, the impact of your organization or project responding to the need and how many are being served**
- **Why the funder should support your proposal**

Grant Narrative - Statement of Need

Helpful tips:

This is where you make the case for your organization or project. Paint a vivid picture for your funder and then back it up with facts and/or statistics.

- **Make sure you have a need. Also know who else is meeting that need and how you differ.**
- **AI is your best friend here. Ask for statistics and to cite sources related to the need.**
- **Stories make great lead-ins for this section; share true stories only with permission!**

Grant Narrative - Objectives

This is a succinct statement of what you intend to accomplish.

Helpful tips:

- **Include percentage or number goals and timelines**
- **Please be realistic. Account and plan for issues and never include 100% in your objective**
- **Don't overpromise and be able to measure every objective**

Grant Narrative - Program Description

This section includes the critical details about your org or project that responds to the identified need, including what is to be done, for whom and how many, and most importantly, how and when.

Helpful tips:

- **Don't overlook details, which can be easy to do**
- **Everything in your budget should show up here; if costs are missing, address it here.**
- **Have someone unfamiliar with your proposal read it and describe it back to you.**

Grant Narrative - Evaluation

Your evaluation gives the funder – and yourself – the yardstick to measure how well you accomplished what you set out to do.

Helpful tips:

- **Start with your evaluation and build it into your program.**
- **Determine how you're going to get your information and how you're going to track it.**
- **Have a plan for things not going as anticipated; if it's likely, include it in the proposal.**

Budgets, Budgets, Budgets

- You need to have a budget for the organization and the project.
- Include everything – from percentage of phone bills to rented space. If you have a fiscal agent, include that fee as well.
- Include revenue and expenses. In revenue, include sources, either specific or general.



Budgets, Budgets, Budgets

- If you include indirect costs (such as facility maintenance, depreciation, or payroll preparation), they shouldn't exceed 10-15%.
- Generally, a grant proposal shouldn't request more than 50% of your budget
- Do not automatically ask for the full amount of the grant; don't ask for more than the stated allotment



Budget Narratives

Budget narratives give explanations for the items included. I recommend including this, if possible, even in addition to a budget form.

- Salaries – include who you're paying and what percentage of their pay is included under the project
- Benefits – this should be a flat percentage rate
- Travel – Use the US government's rate for mileage.
- Communications/Subscriptions – Don't forget to include cell phones, internet, and online subscriptions.



Attachments



Standard list of requested attachments:

- 501(c)(3) designation letter
- Organizational Budget
- Project Budget (if appropriate)
- Board List
- Bios of Key Staff
- Audited Financial Statement
- Letters of Support



Getting Help to Get It Done

- Poll your volunteers. You never know who has previous writing experience, is a phenomenal editor, or thinks in numbers.
- Contract out. Most grant writers work for a flat fee, but some work for a percentage of the grant received. Ask for a writing sample and the number and amount in grants secured.



Getting Help to Get It Done

- Artificial intelligence can be a tremendous help as well.
 - Statement of Need
 - Honing objectives
 - Creating realistic evaluation steps
 - Fine tuning and editing your writing
- AI is not a substitute for humans. You should review, edit, personalize and enhance before you submit.

Other Helpful Tips



- Be concise.
- Write your grant in labeled sections.
- Go through your budget and find it in the grant; go through your grant and ensure that anything that costs money is in your budget.
- Underpromise and overdeliver.
- Have someone unfamiliar with your project read your application.
- Before you submit, go through the grant request and be sure you have included everything requested in the order requested.



**Any
Questions?**