



Episcopal Charities
OF SOUTHEAST FLORIDA
Empowering congregations... Transforming lives

GRANT WRITING

HOW TO WRITE AND SUBMIT A SUCCESSFUL GRANT

START EARLY!

- Submit Your Proposal BEFORE the Deadline – Allowing for Unexpected Personal or Business Challenges as Well as Delivery Difficulties
- Research the Funder.... Do Your Homework.... Understand What Interests the Funder
 - What are the Funder's Priorities?
 - Where do They Fund?
 - What is Their Level and Type of Funding?
 - When do They Fund?

RESOURCES

- Read Through All Materials Before Beginning to Write
- Utilize Other Resources, such as:
 - FoundationCenter.org
 - JoinTogether.org
 - [Federal Register-grants.gov](http://FederalRegister-grants.gov)
 - FoundationSearch.com
 - [Chronicle of Philanthropy- philanthropy.com](http://ChronicleofPhilanthropy-philanthropy.com)
 - [MDC Office of Grants Coordination- Office of Management and Budget](#)
 - [Florida GrantWatch.com](http://FloridaGrantWatch.com)

WRITING THE GRANT

- GENERAL SUGGESTIONS:

- Follow Directions Carefully (Submission and Formatting Details Such as Page Numbers and Margin Size as Well as Content)
- If You Experience “Writer’s Block” Take a Writing Break- Take a Walk or Work on a Completely Different Project Before Coming Back to the Proposal
- Have Someone not Involved in Preparing the Proposal, Read the Application Before Submitting it
- Remember to Remove Edit Notes or Change-Tracking Notes When Submitting Electronically

TYPICAL GRANT PROPOSAL ELEMENTS

- Organizational Overview
- Needs Statement
- Project Description
- Budget
- Attachments

NEEDS STATEMENT

- USE CITATIONS

- Census Bureau
- The Children's Services Councils (by County) & The Children's Trust of Miami
- County Health Profiles & Kids Count Data
- FL Dept. of Law Enforcement
- FL Dept. of Education
- FL Substance Abuse Survey & Drug Abuse Warning System (DAWN)
- Bureau of Labor Statistics

PROJECT DESCRIPTION

- Clarity
- Introductory Paragraph
- Tie to Needs Statement
- Who, What, Where, When, Why
 - Who will be Involved
 - What will take Place
 - When will the Activities Take Place
 - Where will the Activities Take Place
 - Why is This Approach Being Used

TIMELINES

- Chart Format
- Staffing
 - Resumes
 - Job Descriptions

EVALUATION

- Formative- or Internal Evaluation is a Method for Judging the Worth of a Program While the Program Activities are Forming or in Progress and can be Conducted during any Phase of the Project. The Focus is on the PROCESS
- Summative- or External Evaluation is a Method of Judging the Worth of the Program at the End of the Activities. The Focus is on the OUTCOME
 - Quantitative
 - Qualitative
- Monitoring/Reporting

PREPARING THE BUDGET

- Include Direct Costs
 - Project Staff (full and part-time)
 - Fringe Benefits of Project Staff
 - Consultants
 - Program Supplies
 - Travel/Mileage
 - Postage and printing

PREPARING THE BUDGET

- Include Indirect Costs
 - Utilities
 - Rent
 - Audit and Legal
 - Administrative Staff
 - Equipment Rental

CALCULATING INDIRECT COSTS

Each Year Organization ABC, a Non Profit Organization spends \$400,000 on its Programs and \$100,000 on its Administrative Costs/Overhead

What is the Administrative Cost/Overhead of the Organization?

$$\$100,000 / \$400,000 = .25 \text{ or } 25\%$$

IN-KIND SERVICES

- Independent Sector
 - www.independentsector.org/volunteer_time
 - Value of a Volunteer Hour in Florida: \$21.61
 - National Value of a Volunteer Hour: \$23.07

IN-KIND CONTRIBUTIONS

- Use of Buildings and Utilities
- Advertising
- Transportation
- Pro-Bono Professional Services
- Transportation
- Volunteer Time

GRANT ATTACHMENTS

- Grant Narrative
 - Staff Resumes and Job Descriptions
- Budget and Budget Narrative
- 501c3 Determination Letter and Federal Tax ID #
- Board of Directors (With Contact Information)
- Audited Financial Statements
- Dept. of Agriculture Registration to Solicit Funds

FOLLOW-UP TIPS

- Learn from Rejection
 - Ask for Peer Review Results
- When Grant is Awarded, be Sure to Correspond with the Funder
- Stay Connected with the Funder- Ask Questions and Develop a Relationship

Materials Referenced from Victoria Hopta, Resource Development Consultant and the Allegany Franciscan Ministries, Inc.

