



Give me the Money! Grant Writing 101

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Arizona Fleming Elementary

2007-2008 DairyMax Grant Recipient

PLAN, PLAN, PLAN

- Strategic Plan?
- Business Plan?
- Wish List

Define Your Needs

- What will the money be used for?
 - One-time event or continuing program
- Outline budget items
 - Equipment
 - Staff

Define Your Needs

- Identify possible partners
 - Community Center
 - Chefs
 - Other people already doing the same work

Will grant money meet your needs?

Are you ready to administer a grant?

- Staffing
- Infrastructure
- Reporting

Checklist

- ✓ Plan
- ✓ Defined
- ✓ Grant is appropriate
- ✓ Assessed your readiness
- ✓ Search for grant opportunity

Websites

- <http://www.shapingamericasyouth.com>
- <http://www.fundsnetsservices.com>
- <http://foundationcenter.org/>

Grantor Needs

- Do your homework
 - Mission statement
 - Board of Directors
 - Technical Support
- What are their requirements?
- What projects were funded last year?

Grant Request Form

- Read the form completely
- And then read it again!
 - Due Date
 - How to submit
 - Number of Pages allowed

Cover Letter

- Introduce your organization
- Briefly describe your program
 - Targeted audience
 - Target goals
- No longer than one page!

Detailed Project Description

- Align your budget and description
- Include method of evaluation
- Name participants
- One-time event
- Sustainable project
- Partnerships

Appearance Matters

- Think like a reviewer
 - Font size and type
 - Ample white space
 - If appropriate, graphic data

Ask a Friend

- Look for someone outside of your industry
- Don't take it personal
- Make the needed revisions
- Ask a different colleague to review

Check it twice

- Complete submission package
- Copy for your records
- District Grant Policy
- Submit before due date
- Check for receipt of application

A stylized window frame with a yellow background. The frame is composed of several colored bars: a green bar at the top left, a brown bar at the top right, a grey grid bar at the top left corner, a brown bar on the left side, a pink bar on the left side, a grey bar on the left side, a green bar on the right side, and a blue bar at the bottom right. The text "Give me the money!!!!" is centered in the yellow area.

Give me the money!!!!



Thank you

- For the opportunity
- Reviewer notes

When you return home:

- Make a plan – *wish list*
- Find interested partners
 - 4-H, Extension Agencies, PTA, principals, teachers
 - Community businesses
- Build relationships

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