

# Basics of Utilizing Grant Writing *aka Show Us the \$\$\$*

2016 State Conference

**Special Olympics**  
Indiana



# Who is eligible to receive grants?



- 1) **501 (c) (3) nonprofit public benefit corporations**  
- this is where **Special Olympics Indiana** falls
- 2) Religious Organizations (“faith-based organizations”)
- 3) Individuals
- 4) Tax-supported Organizations
- 5) Quasi Public/Private Organizations

# Types of Grant Makers



How are they the same and how are they different?

	Foundations	Corporations	Corporate Foundations	Government
Types	family or individual; also “operating” or “community”	employee-driven; need an employee connection	almost all corporations have them	Federal State County City
Basis	501 (c) (3)	no pay-out required	501 (c) (3)	government
Motivation	5% rule foundations must distribute 5% of their assets to the community each year	think of the benefit to the corporation; goodwill in the community	5% rule applies foundations must distribute 5% of their assets to the community each year	allocations made by US Congress, CA Legislature, County, City
Interest	targeted interest	enlightened self-interest	targeted interest product/service of the corporation	major social problems: e.g. housing, arts
Reason	general interest	goodwill in the community	general interest – such as health	based on needs in the community
Goals	needs-based giving	public relations; publicity	needs-based <u>and</u> public relations	needs-based giving
Areas of focus	tend to focus on the poor, disadvantaged; arts & culture	employee matching gifts; cash grants; sponsorships; in-kind giving	focus on where employees live, serve as Board members and volunteer	tend to focus on the poor, disadvantaged
End product	results or outcomes	benefit to the community and the corporation	results, outcomes <u>and</u> benefit to the corporation	results or outcomes
Availability affected	<b>impact of recent stock market crash</b>	impact of recent stock market losses	impact of recent stock market losses	impact of government budget deficits



# How to find grant makers?

- Watch your local media – who are the foundations or corporations giving to currently?
- Lilly Endowment funded community foundations in every county in the state of Indiana ... do a search online for YOUR community foundation
- Develop relationships with other similar non-profits
- Check into the Paul Clarke Resource Center ...  
<https://pcnrc.org/>
- Attend any events that would include foundation leaders

# How do I know who they will fund?



- Again watch your local media for lists of grants or ads with sponsors listed – who are the foundations or corporations giving to now?
- Check them out on GuideStar ...  
[www.guidestar.org](http://www.guidestar.org) ... you can see who they have funded and at what amount
- Look at their website for grant requirements and a listing of past grants
- Contact the grant administrator and talk to them about their grant making process



# Types of Funding

In the funding guidelines, the funder will specify the “type (or types) of funding” they are interested in funding. When you do funding research, you look closely at what the funder’s funding interest is, and then apply for the types of funding they indicate. Below are the main types your county program might pursue:

**Program Development** – To a funder, “program development” means program delivery, providing the services of the program to your client population. Most grant funding is directed to “program development”.

**General Operating** (also called Core Operating Support) – General Operating Support is funding used to keep the agency’s doors open, to provide funding for overhead costs and program support.

**Seed Money, Start-Up Funding** – Funding is used for a new agency OR a new program within an existing agency.

**Equipment/Technology** – Funding is used for equipment or to establish a web page.

# Type of Proposals



**Intent Form** – Usually supplied to you by the funder; you fill out the form and submit to indicate that your organization intends to apply for this grant funding at some future date; *CAUTION: if you don't submit the Intent Form on time, you can't apply later.*

**Letter of Inquiry/Introduction** – 1 - 2 page letter on agency letterhead describing the organization and the program that you are seeking funding for; if the funder likes the concept presented in the Letter of Inquiry, they will invite a full proposal. **NOTE:** *For some foundations, the Letter of Inquiry IS THE SAME AS A PROPOSAL, so you should write a Letter of Inquiry in the same manner as you write a proposal.*

**Cover Letter** – Usually one page; summarizes the proposal; on organization letterhead; have it signed by the Board President or Chair and the Executive Director.

**Proposal** – Usually there is a cover page supplied by the funder, and then you attach the proposal on white paper, following the funder's RFP or Application Guidelines.

**Application Form** – Fill in the blanks; it gives the funder a uniform response from all applicants.

**On-Line Application Forms** – Very common now; funder provides an on-line template for information on your agency, programs and funding need -- and you fill in the boxes and submit the application electronically. Apply early in case of character- or word-counting issues. Your word processor has a word- and character-counting ability.



# Lingo of Grantwriting

RFP – Request for Proposal  
RFA – Request for Application  
MOU – Memorandum of Understanding  
FTE – Full time Equivalent  
LOI – Letter of Inquiry  
EIN – Employee Identification Number  
Cybergrants – on-line application  
IRS – Internal Revenue Service  
FY – Fiscal Year  
501(c)(3) – federal tax exemption code  
990 – nonprofit annual filing with the IRS





## Found the funders ... now what do I do?

- Identify who will write the grant ... you, a CMT member, other volunteer, a parent?
- Research the application requirements ... follow the rules exactly
- Gather the required materials ... leave enough time before any deadline to request items
- WRITE it .... then review it ... then have someone else review it ... edit it and then review it again
- Submit it before the deadline with all required materials

# Questions?



Grant writing can be scary and fun while providing awareness and funding for YOUR country program ... so who has questions?

# Thank you!

Want more help?

Email me at

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