

Grant Writing 101

Decoding the Request for Proposals (RFP)

Learning the lingo

Importance of partnerships

My project was funded! Now what?!

\$15,000 dollars is available through this opportunity for projects that support the Rifle River Prosperity Network's guiding principles of:

- Preserving and protecting the forests, waters and wildlife of the Rifle River Watershed
- Encouraging community engagement in conservation stewardship and building vibrant communities
- Supporting economic development opportunities showcasing the Rifle River Watershed's rich outdoor experiences

Grant awards will range from \$2,000 to \$7,500.

Applications will be accepted in four (4) priority areas of work

- Placemaking/Identity
- Tourism
- Business Development
- Outreach

Applicants are encouraged to coordinate and build projects that involve multiple partners representing a cross-section of community interests.

- Community and civic organizations
- Businesses
- Economic development entities
- Local government
- Religious institutions
- Nonprofit organizations
- Educational institutions

Partnerships

- Defined roles
- Support vs commitment
- Partnership agreements

The Rifle Prosperity Network Will Give Priority to Projects That:

- Engage multiple community stakeholders in the development and implementation of the project (include letters of support from project partners)
- Advance the Rifle River Prosperity Network's guiding principles
- Show a commitment of matching support in the form of cash and/or in-kind goods and services
- Demonstrate transferability to communities working to connect conservation and community development
- Demonstrate the potential for ongoing impact
- Commit the applicant/applicant team to attend the Community Grant Workshop hosted by the Rifle River Prosperity Network in conjunction with this grant opportunity

What the Rifle River Prosperity Network Will Not Fund

- Although applications will be accepted from organizations and entities located outside the Rifle River Watershed, all projects must occur inside watershed boundaries. Please refer to the watershed map included in this application to ensure your project is eligible.
- All projects must show a demonstrated community benefit and when completed be accessible/useable by the public. Projects developed for private use or benefit will not be funded.
- Travel expenses will not be funded by this opportunity. Applicants are encouraged to track and document related travel expenses as match to their projects.

Applicants may have a “Sponsor Organization” who is recognized by the IRS to have a valid Federal EIN

Example Sponsor Organizations include but are not limited to:

- Chambers of Commerce
- Conservation Districts
- Community Foundations
- Township and County Boards

Program Timeline

- September 30, 2016 – Release Request for Proposals
- November 1, 2016 – Community Grant Writing Workshop
- November 23, 2016 – Applications Deadline
- January 2017 – Awards Announced
- February–August 2017 – Projects Completed
- August 16, 2017 – Grant Project Tour
- August 31, 2017 – Grantee Project Reporting Due

Funding Process and Application Instructions

- If you are interested in applying for a Rifle River Prosperity Network Grant please contact Huron Pines at (989) 448-2293 ext. 14 to discuss your project.
- Please type or print clearly so that the completed application will be legible. Email a final copy to info@huronpines.org with a signed, hard copy mailed to;

Huron Pines

4241 Old US 27 South, Suite 2

Gaylord, MI 49735

Developing an idea into a proposal

- What problems are we trying to address?
- Why is this important?
- What is innovative about our program?
- Who are our competitors?
- How do we avoid duplication?
- How will our program be evaluated?
- How is this program sustainable?

Initial Steps

1. Outlining the idea: who, what, where, when, how, why, how much
2. Sharing the written description with others
3. Getting support (letters of support) early on
4. Applying amount of effort that is equal to project cost & benefits

Grant Anatomy

- Eligibility
- Grant purpose
- Deadlines
- Submission requirements
- Reporting requirements
- Allowable costs

Proposal Pieces

- Mission, goals
- Need
- Proposed solution or activity
- Evaluation plan
- Qualifications
- Cost

Strong grant applicants...

- ...will work collaboratively with others who can help.
- ...are willing to have an evaluator assess the project.
- ...look to continue the project after foundation funding ceases.
- ...develop a project that has the potential for broader impact.
- ...address a community need.
- ...have expertise, but also an understanding of their own weaknesses.
- ...do the needed homework about the project and the funder.

Grant Seeking: Things to avoid

- Try to convince program officer
- “Shoehorn” your project
- Send generic proposal language
- Depend too heavily on 1 or 2 funding sources
- Ramble – it takes time to read applications
- Skip questions

Grant Seeking: Do These

- Find closest possible match to your project
- Follow all guidelines, read RFP closely
- Contact program officer if allowed
- Develop relationship with program officer
- Share your case statement or logic model
- Answer all questions
- Tell your story

Matching contributions

- Cash v. in-kind
- Documentation
- Funder requirements

The Budget

- Show all project costs on the budget
- Identify which budget items are appropriate for RPN vs other sources of help
- Matching funds: identify cash vs. inkind

My Project Was Funded! Now What?

- Reporting
- Documenting results
- Working with your program officer
- Communicating to others
- Leveraging the funding into something even more impactful
- Evaluating success
- Celebrating success!

Evaluation

- How are we doing?
- What's working? What's not?
- What opportunities exist to change what's not working?
- Are we collecting any data?

What does success look like?

- What are the goals & milestones. Be clear about knowing when you've been successful.
- What are GOALS of such a program?
- What are MEASURABLE OBJECTIVES of such a program?
- What will SUCCESS (long-term impact) look like?
- Is it sustainable?

Questions?

Contacting Huron Pines

info@huronpines.org

abby@huronpines.org

989/448-2293

Getting help/using mentors