GLIDING THROUGH GRANTS

Presented by
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INTRODUCTION

WHO IS IN THE ROOM?
BEFORE YOU BEGIN TO WRITE

READ

ATTEND

ELIGIBILITY

CHECKLIST
1. GRANT GUIDELINES
2. APPLICATION
3. WEBSITE
COMMON ELEMENTS OF A PROPOSAL

1. CONTACT INFORMATION, ORGANIZATIONAL CAPACITY
2. PARTNERSHIPS/ VISION, MISSION, ACTIVITIES
3. PROJECT DESCRIPTION/SUMMARY
4. TARGET POPULATION/ NEED
5. ALIGNMENT TO FUNDING PRIORITIES
6. SUSTAINABILITY
7. WORK PLAN
8. EVALUATION AND REPORTING
9. BUDGET
10. SUPPORT LETTERS
ACTIVITY
COMMON ELEMENTS OF A PROPOSAL

1. CONTACT INFORMATION, ORGANIZATIONAL CAPACITY
2. PARTNERSHIPS/ VISION, MISSION, ACTIVITIES
3. PROJECT SUMMARY AND DESCRIPTION
4. TARGET POPULATION/ NEED
5. ALIGNMENT TO FUNDING PRIORITIES
6. SUSTAINABILITY
7. WORK PLAN
8. EVALUATION AND REPORTING
9. BUDGET
10. SUPPORT LETTERS

KEY TAKE AWAY - CREATE A DRAFT (WORD DOCUMENT) OF YOUR PROGRAM USING THESE HEADINGS

(No particular order)
CONTACT INFORMATION,
ORGANIZATIONAL CAPACITY/
PARTNERSHIP

1. CONTACT INFORMATION
2. ORGANIZATIONAL CAPACITY
   - No of Employees
   - Expertise/Experience in the area
     of grant
   - Partnerships
VISION, MISSION, ACTIVITIES

1. AS A FUNDRAISER- VISION, MISSION – SHOULD ROLL OFF TONGUE AND FINGER- ELEVATOR PITCH

2. STANDARD INFORMATION – EASY TO COPY AND PASTE

3. WEBSITE

4. HOW DO YOU DIFFERENTIATE FROM OTHER ORGANIZATIONS?
NEED/ TARGET POPULATIONS

1. WHO ARE YOU LOOKING TO SERVE? WHY DO THEY HAVE A NEED?
2. WHERE DO YOU GET INFORMATION ABOUT THE NEED?
   - survey, focus groups, newspapers, testimonials, service provider networks, census

2. HOW READILY AVAILABLE IS YOUR INFORMATION?
PROJECT SUMMARY

1. MUST BE CONCISE
2. ALL KEY ACTIVITIES LISTED
3. INCLUDE MAIN GOAL
4. KEY DESCRIPTION OF SERVICE RECIPIENTS

EXAMPLE
DESCRIPTION

REPEAT INFORMATION ABOUT SERVICE PARTICIPANTS (DEPENDS IF ASKED ELSEWHERE)
MAIN GOAL
LOCATION

LIST ALL YOUR ACTIVITIES – WHAT YOU PLAN TO DO?

BE VERY SPECIFIC AND GIVE SOME EXAMPLES
ALIGNMENT

HOW DOES YOUR PROJECT ALIGN WITH THE FUNDER’S GOAL

WHICH REALLY ASKS

HOW DOES WHAT YOU PROPOSE TO DO (YOUR ACTIVITIES) ENSURE THAT THERE WILL BE CHANGE IN A PARTICULAR AREA THAT A FUNDER IS INTERESTED IN?

WHAT IS YOUR THEORY OF CHANGE?

EVIDENCE BASED INFORMATION
## WORK PLAN

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activities/Objectives/Key Milestones</th>
<th>Outputs</th>
<th>Evaluation Performance Measures/Indicators</th>
<th>Outcomes</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>What do you want to accomplish?</th>
<th>How will you accomplish it and when?</th>
<th>What are the measurable results you anticipate?</th>
<th>What tools or methods will you use to measure your results?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the changes you hope will occur.</td>
<td>List the tasks or things you will do to achieve your goals, and the timeline (date ranges) of when you will start and end each activity.</td>
<td>Identify targets or indicators that will demonstrate that you are meeting your goal.</td>
<td>Identify tools that will help gather the qualitative and quantitative data that will tell you if you’ve met your goal.</td>
</tr>
</tbody>
</table>

**Use Results or Change Words**

Examples:
- Improve
- Reduce
- Enhance
- Expand
- Decrease
- Prevent
- Maintain

**Use Activity or Action Words**

Examples:
- Conduct
- Deliver
- Facilitate
- Promote
- Train
- Provide
- Repair

**Use Indicator or Description Words**

Examples:
- Quantitative
  - Numbers (ex: number of volunteers engaged, partners confirmed or participants)
  - Percentages
- Qualitative
  - Perceptions
  - Feelings
  - Attitudes

**Examples**

- Increase positive interactions amongst intergenerational members of our community.

**Examples**

- January: Recruit 4 seniors and 4 youth interested in sitting on the Steering Committee
- February: Provide 4 event planning training sessions for seniors and youth on the Steering Committee
- March: Host 6 Steering Committee meetings where the seniors and youth will plan the community celebration

**Examples**

- Steering Committee members attend at least 75% of all planning meetings
- 75% of seniors and youth report increased skills in event planning because of Steering Committee training

**Examples**

- Steering Committee meeting sign in sheets indicate how many seniors and youth attended the training and planning meetings
- Seniors and youth fill out surveys at the end of the training series

Source: the City of Toronto 2019 Community Events Application Process
WHAT TOOLS ARE USING TO MEASURE SUCCESS?

SURVEYS
ART BASED
PICTURES, VIDEOS

Sometimes in workplan or separate
Making sure budget adds up to $ amount in the body of the proposal is the same in the budget template.

Making sure that items mentioned in budget aligns to programming details. If you are going to host focus groups, make sure there is a budget line for Focus groups.

Documenting in kind donations including work of volunteers, space, administrative support.

Find opportunities for community members to get paid.

FUNDERS ASK IF THERE ARE OTHER FUNDERS.
DOCUMENT LISTING ALL REQUIRED SUPPORTING DOCUMENTS

- APPLICATION
- BUDGET
- FINANCIAL STATEMENTS
- LETTERS OF PATENT
- IMPACT REPORT
- SUPPORT LETTERS - IMPORTANT TO HIGHLIGHT
QUESTIONS?

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