

NJSBA Workshop 2008

A Decent Proposal

Getting the Grant

October 28, 2008

Presenters:

Kate Munning and Terry-Ann Zander

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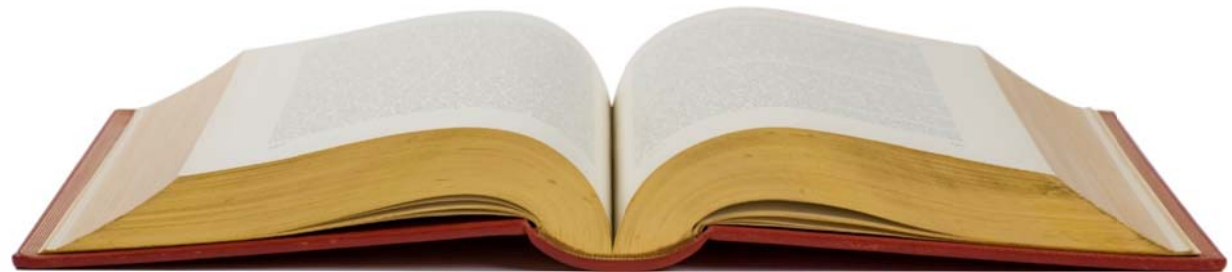
Agenda



- ☐ Finding the funder(s)
- ☐ Proposal development
- ☐ Keep in touch
- ☐ Monitoring and evaluation
- ☐ Making the most of your grant
- ☐ Cultivating a long-term funder
- ☐ Perils and pitfalls, tips & tricks

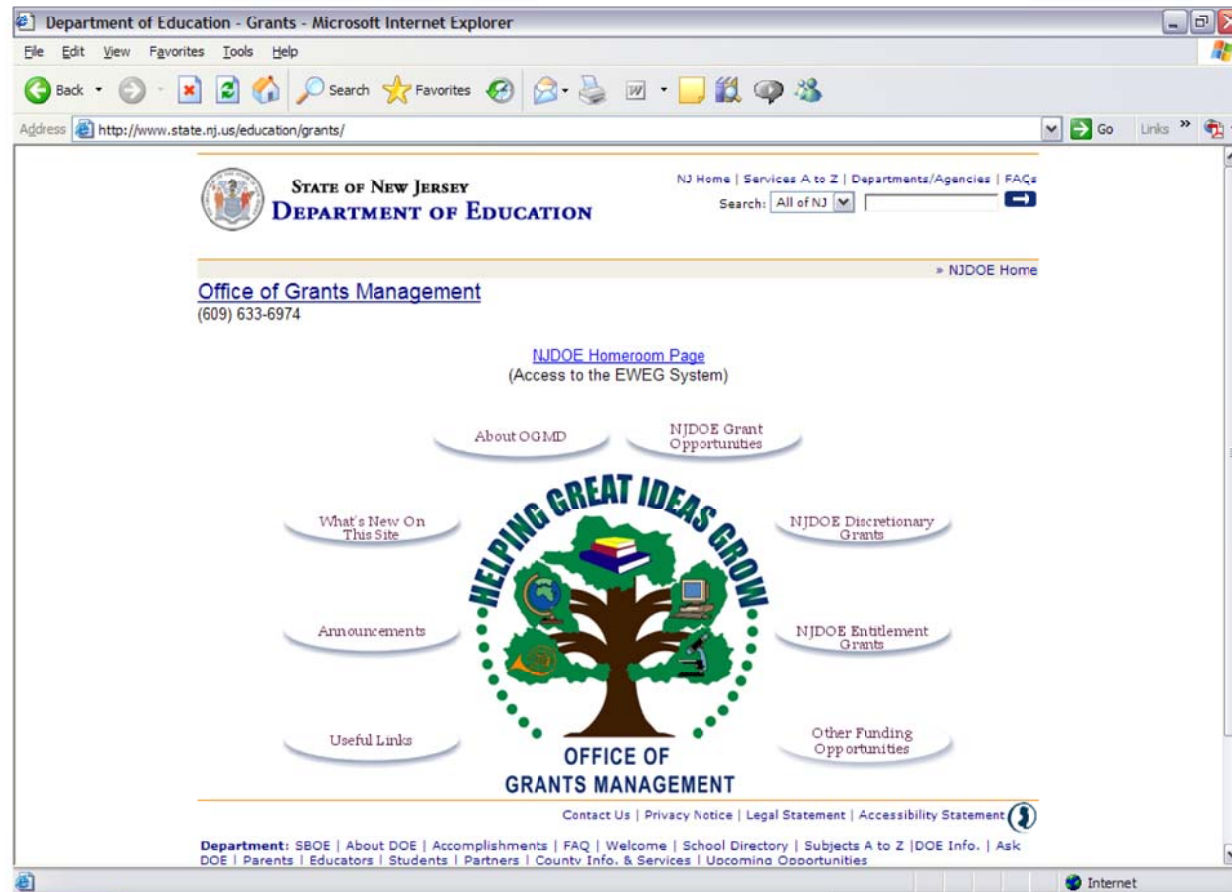
Do Your Homework

- ☐ Seek out grants in your region or state
- ☐ Discover funding trends
- ☐ Find local contacts



Finding the Funder

NJ State Department of Education



www.state.nj.us/education/grants/

Finding the Funder

Foundation Center

Foundation Directory Online Sample Profile - Mozilla Firefox
http://tconline.fdncenter.org/sample/professional/

The Ford Foundation

Return to search results

Copyright © 2008 Foundation Center

Profile | Search Grants | Map Grants | Chart Grants | News | Publications | People | 990s

Profile

Last Updated: 6/25/2008

Standard View | Compact View

Jump To

- Donor(s)
- Background
- Limitations
- Purpose and Activities
- Program Area(s)
- Fields of Interest
- Geographic Focus
- Types of Support
- Publications
- Application Information
- Officers and Trustees
- Number of Staff
- Memberships
- Financial Data
- Additional Location Information
- Selected Grants

At A Glance

The Ford Foundation
320 E. 43rd St.
New York, NY 10017-4801
Telephone: (212) 573-5000
Circuit: Secy.
Fax: (212) 351-3677
E-mail: office-secretary@fordfound.org
URL: www.fordfound.org

Type of Grantmaker
Independent foundation

IRS Exemption Status
501(c)(3)

Financial Data
(rr. ended 9/30/07)
Assets: \$13,798,807,066
Total giving: \$583,915,463

EIN
131684331

990-PF
2006 2005 2004 2003 2002 2001

Map Grants


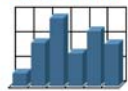


Chart Grants



Tools

- E-mail
- Print/Save

Tag this record:

Submit

+ Choose from your tags

Donor(s)

Top of Page ▲

Note: If a donor is deceased, the symbol (†) follows the name

Henry Ford†
Edsel Ford†

Background

Top of Page ▲

Done

foundationcenter.org

Finding the Funder

Council of NJ Grantmakers



www.cnjg.org

Finding the Funder

Blogs like Grant Wrangler



blog.grantwrangler.com

Grant Proposal Development

- ☐ Gather information
- ☐ Be diligent with fact-checking
- ☐ Write to your audience
- ☐ Prepare a detailed budget
- ☐ Tailor your proposal for its recipient
- ☐ Conduct peer review
- ☐ Include a concise, one-page cover letter to a specific person
- ☐ Avoid pitfalls



Proposal Schedule

GRANT PROPOSAL SCHEDULE—Due Date March 1, 2009			
<u>TASK</u>	<u>DUE DATE</u>	<u>COMPLETED</u>	<u>REMARKS</u>
Gather data	1/6/09		
Write narrative	1/19/09		
Create budget	1/19/09		
Assemble full draft	1/26/09		
Peer review	2/2/09		
Proposal edits	2/9/09		
Submit Proposal	2/16/09		
Follow up	2/23/09		

Sample Budget

OUTWARD BOUND TRIP 2008

Tuition 36 students @ \$625 each	\$22,500
Transportation Bus rental, drivers, insurance and fuel	\$16,000
Gear Head lamps and wool hiking socks	\$5,500
Accommodations 20 rooms at \$50 each	\$1,000
Meals 5 meals for 36 at \$10/meal	\$1,800
TOTAL	\$31,800

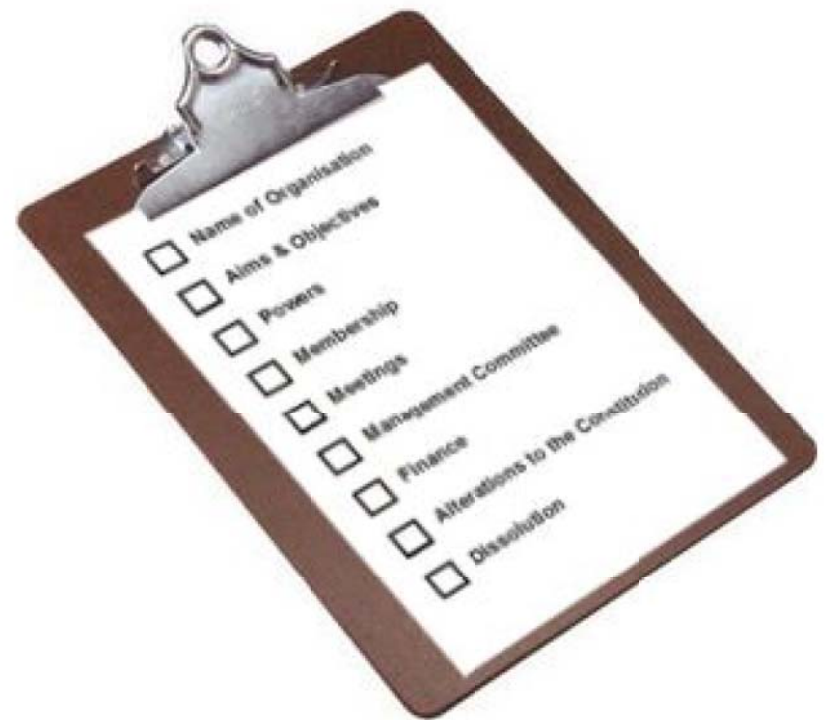
Keeping in Touch

- ❑ Communicate
- ❑ Call before you submit
- ❑ Call after you submit
- ❑ Call to say “THANK YOU”
- ❑ Call to ask “Why?”



Monitoring and Evaluation

- ☐ Evaluation should be quantitative and qualitative
- ☐ Submit prompt progress reports
- ☐ Be creative and engaging
- ☐ Communicate
- ☐ Encourage visits



Monitoring and Evaluation

In reports, be sure to indicate:

- ☐ How funds were used
- ☐ Proposed objectives vs. actual accomplishments
- ☐ Project update (include photos if appropriate)
- ☐ Quantitative and qualitative evaluation

Making the Most of the Grant

- ☐ Create positive PR
- ☐ Court the local media
- ☐ Invite grantmakers to events



Cultivating a Long-Term Funder

- ❑ Cultivate a personal relationship
- ❑ Offer naming opportunities
- ❑ Be active in local grantmaking circles
- ❑ Networking



Perils and Pitfalls

- ☐ Not following requirements
- ☐ Application forms
- ☐ Too many attachments
- ☐ Budget errors
- ☐ Cookie-cutter approach



Tips & Tricks

- ❑ Research
- ❑ Get feedback and listen
- ❑ Resist the temptation
- ❑ Communicate!



Q & A



Thank you



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