

# 2010 Health & Environment Grantwriting Workshop June 15, 2010

David González, Program Officer  
[www.eriecommunityfoundation.org](http://www.eriecommunityfoundation.org)



## What to expect:


- Helping Today Traditional Grants
  - Before submitting proposal
  - When submitting a proposal
  - After submitting a proposal



# Before writing a Grant Proposal

- Website
- Other Funders
- Funding Priorities
- Program Officer
- Eligibility





# The Erie Community Foundation

*Helping today...Shaping tomorrow.*

The Nonprofit Partnership

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*The Erie Community Foundation is a public charity that plays a vital role in the growth, development, and enrichment of the greater Erie area.*



[Better Together™](#)

- Learn Issues
- Track Progress
- Create Solutions

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Grant application, deadline and workshop information.

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**CALL FOR VOLUNTEER TAX PREPARERS!**

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**Elisha H. Mack Community Bequest Society Event!**

Saturday, Dec 5 @ 6:00 pm - Celebrate estate planning with us!

## Regional Affiliates

1. Corry Community Foundation
  - [www.corrycf.org](http://www.corrycf.org) or 814.664.3884
2. North East Community Foundation
  - [www.necommunityfoundation.org](http://www.necommunityfoundation.org) or 814.725.9617 ext. 107
3. Union City Community Foundation
  - [www.unioncitycf.org](http://www.unioncitycf.org) or 814.454.0843

## Other Regional Funders

See Handout!



## We prefer ...

- Sustainable
- Unique (not duplicate)
- New, creative solutions
- Broad community impact and support
- Matching funds
- Local Governance
- Strong organizational capacity
- Community need
- Partnership and Collaboration



## **We Do Not Fund**

- **Programs outside of Erie County**
- Program Ads
- Fundraising Events/ Sponsorships
- More than 50% of vehicle
- Deficit Reduction
- Government Funding Cuts
- Sectarian Religious Activities



# **We do not Fund Continued**

- Start-up Organizations
- School Playgrounds
- Endowments
- Fire Departments
- Internships
- Field Trips



However, our Trustees reserve the right to make exceptions as they deem appropriate



# Types of Requests

- *Program Expenditure*
- *Capital Request*
- *Urgent Needs Request*
- *Capacity Building*



## Program Requests

- One year
- Can include salaries
- Sustainable
- Pilot



## Capital Requests

- Construction
- Renovation
- Capital Campaigns
- Transportation
- Technology



# Urgent Needs Fund Request

- New for 2010
- Purpose
- Format
- Process





Helping today...Shaping tomorrow.

## Capacity Building Central



[www.retoolerie.org](http://www.retoolerie.org)  
or 814.454.0843



[www.thenonprofitpartnership.org](http://www.thenonprofitpartnership.org)  
or 814.454.8800



[www.gecac.org/ecbc.htm](http://www.gecac.org/ecbc.htm)  
or 814.459.4581



## When submitting a proposal

- **Deadline- Friday, July 16, 2010**
- **Award Announcement- Monday, Oct. 4, 2010**
- **\$225,000 Allocation**
- **Follow Format Requirements**
- **Complete all 4 parts of Grant Application**



# Format Requirements



- 1. Follow assembly instructions**
- 2. 3 Hole Punch materials**
- 3. Type all the information**
- 4. Single space lines**
- 5. Number narrative pages**
- 6. 12 packets total**
- 7. Do not staple packets, do not send Binders, Folders, Photos, Cover letters (unless requested by ECF)**



## Health 2010

- promote improved health outcomes
- increase access to primary health, subspecialty & dental care for low income individuals
- promote healthy lifestyles, nutrition & fitness among all ages
- supplies and equipment for health projects
- renovation of health facilities
- end-of-life and palliative care
- health education



## Environment 2010



- land-use planning and conservation
- preservation and protection of the natural environment & resources
- animal welfare
- promoting energy efficiency & recycling
- promoting “green” construction practices
- reducing contamination of Lake Erie water



## Proposal Narrative (5 page maximum)

### Organizational History: (12 copies)

- Brief History of organization
- Who are you? How are you qualified? Past accomplishments?

### Proposal Description:

- Community need? Purpose of the request?
- Requested amount. Who will benefit?

**\*Make a compelling case for your project and distinguish your project from similar projects \***



## Proposal Narrative (5 page maximum)



### Evaluation

- **Goals**- big picture items (1 -2 per project)
- **Objectives** (Activities/Methods)- how you plan to do it.
- **Outcomes**- what you hope to accomplish
- Timelines are beneficial



# Proposal Narrative (5 page maximum)

## Budget Narrative:

- Detail of the budget
- Breakdown of specific line items
- Explain the matching funds (cash, in-kind, combination)
- Explain how the project will be maintained (sustained)



## Proposal Budget Page (12 copies)

<u>Items</u>	<u>ECF Request</u>	<u>Your Contribution</u>	<u>Other Contribution</u>	<u>= Total</u>
Personnel	\$	\$	\$	\$
Fringe	\$	\$	\$	\$
Construction	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Supplies	\$	\$	\$	\$
Contracted	\$	\$	\$	\$
Other (list)	\$	\$	\$	\$
<b>Totals (list)</b>	<b>+</b>	<b>+</b> _____	<b>+</b> _____	<b>=</b> _____

(\* ) Include all other sources of support, both secured and unsecured, and both cash & in-kind.



## Grant Summary (1 page limit)

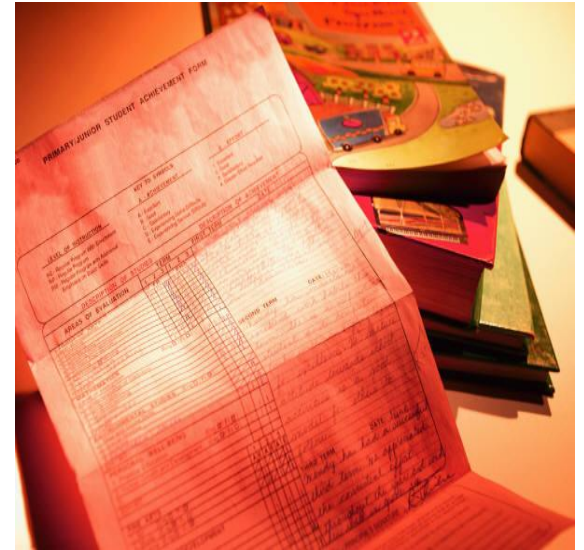


- 12 copies
- Snapshot of entire project
- Plan accordingly for signatures



# Supplemental Materials

- **Board of Directors (12 copies)**
- **Annual Report (see samples) (1 copy)**
- **IRS Letter (1 copy)**
- **Audited Financial Statements (1 copy)**
- **Letters of support/collaboration (1 copy)**



## To Audit or Not to Audit

<b>Total Organizational Revenues</b>	<b>Type of Financial Statements Required</b>
<b>Less than \$50,000</b>	<b>Internally Prepared</b>
<b>\$50,000 to \$100,000</b>	<b>Compiled (Reviewed or Audited optional)</b>
<b>\$100,000 to \$300,000</b>	<b>Reviewed (Audited optional)</b>
<b>\$300,000 or more</b>	<b>Audited</b>



## IF, No Audit, then...

- Annual Operating Budget
- IRS Form 990
- Internal Financial Statements
  - Income Statement
  - Balance Sheet
  - Statement of Cash Flows
  - Statement of Functional Expenses



## After submission

- Review Process
- Proposal Review Criteria
- Site Visit
- Results
- Grant Reception
- Evaluation



## Questions?



Please give us feedback. Thank you.

