



Ultimate Grant Writing System

You Dream for Grants, We Grant Your Dreams

Welcome to The Ultimate Grant Writing System



I am so excited to have you join me on the grant writing path to success!!! Congratulations on making an investment in your financial future.

If you follow The Ultimate Grant Writing System, and stay consistent, you are guaranteed to get the results you are looking for!

This guide includes fill – ins, worksheets and answers questions that will give you a whole new understanding on what grants really are. Not only do the worksheets help you identify solutions to your problems, but they will help you develop a clear and concise grant writing system specific to your non-profit organization.

Take time each day to absorb the information and become familiar with it before moving to the next section. Every section is filled with everything you need to guarantee your success!

To Your Success,

Tenishia Sharp

Tenishia Sharp

The Sharpest Grant Writer is a minority own professional consulting service dedicated to promoting positive community changes and planning promising futures. The Sharpest Grant Writer is motivated by opportunities available to help other businesses and nonprofit organizations who:

- ***Lack the resources they need to achieve their business goals.***
- ***Want to see their organization reach its full financial potential.***
- ***Want to engage in activities that will create a profit and create long term relationships.***
- ***Are unable to upgrade their business because of inconsistency of income.***
- ***Desire financial security, flexibility, and relief.***

The Sharpest Grant Writer was established in 2008 because my Pastor had a vision to expand and help our local community but lacked the necessary resources to do so. That is when my journey began to discover how I could use my personal talents to help find money that was available to us as a 501(c)3 organization. As a result, I was elated to find that we were eligible for grant funding because our church was a nonprofit organization.

At that point, so many opportunities became available to me after realizing there was such a high demand for grants. An overwhelming amount of nonprofit organizations as well as for profit businesses began to reach out to me so I could help them find grant funding available to them. This is where my challenge began as a grant writer who conducted business as a sole proprietor. I had more clients then I had time. This is why I created ***The Ultimate Grant Writing System***. My goal was to learn how I could help more people in less time. This system was my answer.

Through ***The Ultimate Grant Writing System***, I am able to teach my clients how to become an expert in funds development, apply for multiple grants and engage in activities that would create a profit.

I Believe...

I believe every organization should have one person that is assigned to fund raising. This is the most important position of any organization. Specifically, in the area of grant writing. Grants are a gift that God granted to nonprofit organizations. All you have to do is accept it.

Have you ever heard of The Serenity Prayer?

God grant me the serenity
to accept the things I cannot change;
courage to change the things I can;
and wisdom to know the difference.

Through grants, God brings serenity to your organization. If you did not have to worry about where the money was coming from, you would have a lot more peace. Yes, there are certain things we will never be able to change. But what if one day, our courage, wisdom and finances all lined up? We would not have to accept things we couldn't change because with the necessary funding, we would be able to bring change our communities.

Getting grants is a lifelong journey. Are you ready?

What You Will Learn:

The step by step process on what to do, and how to do it.

If I don't have a 501©3 can I still apply?

This is a question that is quite common in the grant industry. Unfortunately, I can't give you the absolute yes answer you are probably looking for because grants are primarily given to nonprofit organizations. Even so, I can tell you not to worry because there are few grants that are offered to organizations without a **501c3** that you may come across but they are few and far between because they are not tax deductible for the grantor to for-profit businesses. However, there is another option in the area of becoming a member or affiliate with a nonprofit 501©3 organization that provides fiscal sponsorship services. We will talk more about that later.

Baby Steps



1

Information: Organizational Data
“Who are we?”

2

Revelation: Research
“What’s out there?”

3

Manifestation: Call to Action
“What will we do with the money?”

Baby Step 1

Organizational Data “Who are we?”

ORGANIZATIONAL WORKSHEET

Organization Name:

Physical Address:

Mailing Address:

Phone Number:

Website:

Facebook:

Other:

Date Founded:

Date of IRS Tax Exemption:

Tax ID/ EIN:

Duns # (if applicable):

Primary Contact Information:

Name, Job Title

E-mail:

Phone:

Organizational Data



Complete the following fill-ins.

I am 501©3 organization who works with (Describe ideal clients) _____

When and how the organization was started? _____

The mission of this organization is to (In what ways are you helping)? _____

The organizations short & long-term goals and objectives are (The main problem you seek to address).

-
-
- ▶ Remember the goals and objectives need to be connected to the need/problem statement!! A **goal** is a broad-based statement with the ultimate result that change occurs.
 - ▶ An *objective* is a measurable, time-specific result that the organization expects to accomplish. It is much more narrowly defined than a goal. Objectives are considered the actions taken to support the goal.

How do you plan to address these problems? _____

Who will help make this happen (Who is on your team?) _____

- ▶ Often the proposal guidelines request information on who will be involved. In other words, are you the expert on this topic or will you enlist the assistance of someone with this expertise?

Who will we collaborate with and what common goals do you have?

How will we evaluate our success? _____

- ▶ Program evaluation is especially important. The writer is now describing to the funding agency how the program measures the program activities that are being addressed.
- ▶ A successful evaluation strategy requires that data related to the impact of a program is gathered systematically and at predetermined timeframes.

DETERMINE UPFRONT:

- ▶ How will you know the change is occurring?
- ▶ What information will you use?
- ▶ Who or what will you measure?
- ▶ Who gathers information?
- ▶ What information is collected?
- ▶ When is it collected?
- ▶ Where will it be stored?
- ▶ How will it be analyzed?
- ▶ Who will report outcomes?

What is your niche (How are you different from other organizations?) _____

Where do you want to be at the end of this time next year? _____

**PROGRAM 1
WORKSHEET**

Mission:

Philosophy:

Goals/Purpose:

Objective:

Program Guidelines:

Benefits:

Budget & Justification:

Contact Information:

**PROGRAM 2
WORKSHEET**

Mission:

Philosophy:

Goals/Purpose:

Objective:

Program Guidelines:

Benefits:

Budget & Justification:

Contact Information:

**PROGRAM 3
WORKSHEET**

Mission:

Philosophy:

Goals/Purpose:

Objective:

Program Guidelines:

Benefits:

Budget & Justification:

Contact Information:

Baby Step 2

Revelation: Research
“What’s out there?”

What types of funds are you looking to apply for?



Public funds (Government)

- City
- County
- State
- Federal



Foundation (Private sector)

- Community Based
 - National
- Special Interest
 - Family
 - Corporate



Government

- Request for Proposal (RFP)
- Request for Application (RFA)
- Notice of Funding Availability (NOFA)



Foundations

- Community based
 - National
 - Special Interest
 - Family foundations
- Corporate or company-based

Program Research...

What new programs are you planning for the next two to three years?

Which of the above programs are compatible with your current mission and purpose?

What community needs does each program address?

Is the service already being provided by another agency?

What members of your community would support your program?

Do you currently have the expertise to take on each program?

Capacity & Character

What makes you competitive?

What is your reputation in the community?

Are prior funders satisfied with your performance?

What is the capability of your staff?

Do you have matching funds, if so, how will they be used?

Do you have the expertise and flexibility within your organization to implement the project today if funded, or do you need to outsource?

Do you have to seek assistance, if so where do you plan to seek it?

What are your essential support systems?

Researching Potential Funders

Who do you know?

What documents are needed?

What the Funder Is Seeking?

What would an improved community situation look like?

What can your organization do to improve the situation?

How much will the project cost?

How will the project be funded in the future?

Research Statistics

Have you created any focus groups, conducted surveys, and/or collected anecdotal data for each program? Please elaborate:

Has a Needs Assessment been conducted? Provide a summary here. (Begin with a community analysis.)

Based on statistics found, what is your understanding of what will make your community better?

Be sure to identify the following:

- Community members
- Geographic boundaries
- Needs, interests, skills of members
- Available supportive services

Baby Step 3

Manifestation: Call to Action
“What will we do with the money?”

Budget



What is your total annual organizational budget?

What are your 3 essential program budgets?

What are your organizational financial milestones?

For example:

By October 2020, we will purchase 2 new vans ranging from \$20-30,000 to transport youth.

By June 2021, we will raise \$60,000 to hire 3 full-time employees.

By December 2022, we will reach \$1 million in annual donations.

What dollar amount is being requested for this grant and what is its primary purpose?

What period will this funding request?

What do I still need?

**Attach a short budget showing expected expenses and income. The expenses portion should include personnel costs, direct project costs, and administrative or overhead expenses. Income should include earned income and contributed income such as donations.*

[Business Name]

Business Startup Costs

FUNDING	Estimated	Actual	Under/(Over)
Investor Funding			
Owner 1			-
Owner 2			-
Other			-
Total Investment	-	-	-
Loans			
Bank Loan 1			-
Bank Loan 2			-
Non Bank Loan 1			-
Total Loans	-	-	-
Other Funding			
Grant 1			-
Other			-
Total Other Funding	-	-	-

COSTS	Estimated	Actual	Under/(Over)
Fixed Costs			
Advertising for Opening			-
Basic Website			-
Brand Development			-
Building Down Payment			-
Building Improvements/Remodeling			-
Business Cards/Stationery			-
Business Entity			-
Business Licenses/Permits			-
Compliance Permits (Health, Safety, etc)			-
Computer Hardware/Software			-
Decorating			-
Dishes/Glasses			-
Employee Uniforms			-
Fixture Installation			-
Fixtures/Counters			-
Internet Setup Deposit			-
Kitchen Supplies & Equipment			-
Lease Security Deposit			-
Legal/Professional Fees			-
Linens			-
Machines & Equipment			-
Office Furniture			-
Operating Cash (Working Capital)			-
Point of Sale Hardware/Software			-
Prepaid Insurance			-
Public Utilities Deposits			-
Reserve for Contingencies			-
Salaries for Employee Trainers/Trainees			-
Security System Installation			-
Setup, installation and consulting fees			-
Signage			-
Starting Inventory			-
Tables/Chairs			-
Telephone			-
Tools & Supplies			-
Travel			-
Truck & Vehicle			-
Other 1 (specify)			-
Other 2 (specify)			-
Total Fixed Costs	-	-	-

Average Monthly Costs

Advertising (print, broadcast and Internet)			-
Business Insurance			-
Business Vehicle Insurance			-
Cleaning Services			-
Employee Salaries and Commissions			-
Equipment Lease Payments			-
Inventory, raw materials, parts			-
Franchise Fee			-
Health Insurance			-
Internet Connection			-
Loan and Credit Card Interest & Principal			-
Legal/Accounting Fees			-
Merchant Account Fees			-
Miscellaneous Expenses			-
Mortgage Payments			-
Lease Payment			-
Owner Salary			-
Payroll taxes or Self-employment tax			-
Postage/Shipping Costs			-
Security System Monthly Payment			-
Supplies			-
Telephone			-
Travel			-
Public Utilities			-
Website Hosting/Maintenance			-
Other 1 (specify)			-
Other 2 (specify)			-
Total Average Monthly Costs	-	-	-
x Number of Months	12		
Total Monthly Costs	-	-	-

Total COSTS	-	-	-
SURPLUS/(DEFICIT)	-	-	-

Future Sustainability

Describe your plan for maintaining the program beyond any funding that may be awarded by a potential funder.

Have you received funding from other sources? Or have you asked other sources? Be sure to mention in-kind contributions you expect, such as meeting space or equipment.

Is this a pilot project with a limited timeline? Or will it go into the future? If so, how do you plan to keep funding it? Is it sustainable over a long period of time?

Sample Continuation Plan

After the grant term is completed, The Sharpest Grant Writer will cover staff salaries through a combination of the following:

- Private donations.
- Sliding fee schedules for those who can pay for services.
- Contributions from the partners.

In addition, support will be provided for equipment and supplies through budgets of the partners and some funding through the city and county councils.

Dissemination Plan

Locally, our partners are enthusiastic about publicizing the program: **first** to let the youth in our community know of the program and **secondly**, to gain support for services. All partners have agreed to publicize the program through their newsletters, but more importantly they will each make key contacts with newspapers, television stations and with radio hosts. The Program Directors will coordinate these efforts.

A mailing list of teens is being compiled from local agencies and churches. A letter with a brochure will then be drafted and mailed individually to each youth. The costs will be covered by a combination of our community partners.

The Sharpest Grant Writer will also advertise through newsletters, newspapers, websites, and various forms of social media platforms. In addition to this, we will join as members of all relevant community networking associations and actively pursue publicity for our program.

Documentation Plan

Goal 1—Perform all preparatory activities—hire staff, recruit volunteers, train personnel and obtain materials—to support 2,100 participants such that the foundation is laid to effectively accomplish goals.

Our plans for documentation include gathering together in the office of the Project Director: staff hiring records; recruitment, screening and procedures for volunteers; training materials, rosters, evaluations and contracts for training; and reference, guidance, individual support and other materials to support the Project; and purchasing records for materials.

Goal 2 – Develop and implement wellness services and enhancements for 2,100 participants in partnership with the hospital, public health and AYC Commission to improve wellness of participants as measured on Seniors Scale.

Our plans for documentation include gathering in the office of the Project Director: lists of services provided by each partner; schedules and appointment records; individual participant records; referral records; individual development plans; participant tracking records; all reports; meeting minutes; partner agreements; planning session records; all communications among partners.

Goal 3—Develop and implement social enrichment activities and enhancements for 2,100 participants in partnership with public and private community organizations so that there is improvement in quality of life.

Our plans for documentation include gathering in the office of the Project Director: lists of social enrichment activities and enhancements provided by each partner; schedules and event records; individual participant records; planning session records; meeting minutes; agreements with partners; participant tracking records; rosters for events and activities; communications among partners; committee meeting minutes; list of credentials of leaders for activities; and lists of resource persons.

Goal 4—Develop and implement single point of entry services for the 2,100 area youth participants by establishing collaborative relationships with service providers so that seniors have one stop shopping for services and a single personal counselor.

Our plans for documentation include gathering in the office of the Single Point of Entry Coordinator: resource contact persons and profiles of services; Web links to relevant services and information sources; lists of contacts with government agencies; searchable relational database of resources; usage records; lists of commonly asked questions; Web site with key information; agreements and contracts with service providers; planning

session records; minutes of meetings; evaluations of services, surveys, and questionnaires; participant tracking records; and records of telephone, Internet, and personal contacts.

Goal 5—Monitor, manage, and evaluate project to successfully accomplish all goals and objectives.

Our plans for documentation include gathering in the office of the Project Director: meeting minutes; minutes of planning sessions; fiscal reports and audit records; account information; purchasing records; copies of contracts, billing and invoices; evaluation reports; supervisory observations and work sessions; employee records and evaluations; partner agreements and tracking records; procedures and operations manuals; and management by objectives charts and plans.

Evaluation Plan

For us, evaluation is necessary and valuable because it identifies the project activities that are not producing the expected results, allowing us to make changes and bring the activities back on course. Therefore, we have identified a few key aspects of the project and developed questions. The answers to those questions will guide project improvement and provide a measure of project success. We want to know the answers to the following questions:

- 1a. How many area youth are aware of the education and health services?
- 1b. How many area youth know the range of education and health services?
- 1c. How did they learn about the education and health services?
- 1d. How many area youth utilize education and health services?
- 1e. What are the judgements of users about the education and health services?
- 2a. How many area youth are aware of the social enrichment activities?
- 2b. How many area youth know the range of social enrichment activities?
- 2c. How did they learn about the social enrichment activities?
- 2d. How many area youth utilize the social enrichment activities?
- 2e. What are the judgements of users about the social enrichment activities?
- 3a. How many area youth are aware of the single point of entry?
- 3b. How many area youth know what the single point of entry system can do?
- 3c. How did they learn about the single point of entry?
- 3d. How many area youth utilize the single point of entry?
- 3e. What are the judgements of users about the single point of entry?
4. What are the partners' perceptions concerning their participation?
5. What are the perceptions of project staff, partner personnel, and volunteers concerning the training they received?
6. What are the perceptions of partners about the value and importance of participating in the project?
7. Has the health of participants in education and health services improved?
8. Has the social life of participants in social enrichment activities improved?
9. Has access to services improved for participants in the SPE?
10. What are the "lessons learned" during implementation of the project?

Questionnaires and interview guidelines for the different purposes must be prepared. The questionnaires must be administered (before participation and periodically thereafter), the results tallied and compiled, and then published in a useable format.

Timeline

Goals & Objectives

Goal 1: Preparatory Activities - Month 1 & 2

Obj 1: Hire key personnel – Month 2

Obj 2: Hire project personnel – Month 2

Obj 3: Recruit volunteers – Month 2

Obj 4: Train staff and volunteers – Month 2

Obj 5: Prepare Single Point of Entry facility – Month 2

Obj 6: Obtain equip, materials, and supplies – Month 2

Goal 2: Education and Health Enhancements – Month 2 - 12

Obj 1: Health screenings – Month 5-12

Obj 2: Exercise activities - Month 5-12

Obj 3: Substance abuse counseling - Month 5-12

Obj 4: Support groups - Month 5-12

Obj 5: Job Skills class - Month 5-12

Goal 3: Social Enrichment Enhancements

Obj 1: Develop social enrich enhancements

Obj 2: Develop Big Brother program

Obj 3: Implement social activities

Obj 4: Implement Big Brother program

Goal 4: Single Point of Entry

Obj 1: Complete collaborative agreements

Obj 2: Resolve security and privacy issues

Obj 3: Develop info transfer protocols

Obj 4: Outreach program

Obj 5: Develop operating procedures

Obj 6: Implement Single Point of Entry

Goal 5: Implement Single Point of Entry

Obj 1: Evaluate project

Obj 2: Manage project personnel

Obj 3: Manage funds

Obj 4: Make ongoing improvements

Obj 5: Disseminate information

Obj 6: Seek community involvement

Obj 7: Continue project

Grant Timeline Deadlines

1. Plan of action/action steps

2. Tasks

2.1 Daily things to do

2.2 Calendar

3. The art of grant writing

4. SWOT - Strengths opportunities weaknesses opportunities

5. How to get a grant in 30 days or less

6. Do one thing each day

6.1 Mission

6.2 Vision

6.3 Objectives

6.4 Milestones

6.5 Research

6.6 Apply

6.7 Follow up

Grant

Essential Attachments

1. Proof of 501 c (3) tax exempt status (copy of IRS Determination Letter)
2. List of Board of Directors
3. Copy of Annual budget for 501c (3) organization
4. Copy of audited financial statements for most recent fiscal year
5. IRS Form 990 (Annual Return for Organization Exempt from Income Tax)

■ Know Why Proposals Fail

5 Mistakes Communities Often Make When Seeking Grants

1. Not starting with a clear plan to guide your work and your fund raising.
2. Not having a long-term plan for raising money.
3. Not learning enough about a Foundation whose money you seek.
4. Not focusing enough on building relationships with funders.
5. Not being realistic about what you can accomplish.

Where to Apply

- Develop a “Hit List” of web sites to watch (e.g., www.fdncenter.org).
 - The Foundation Center
 - www.fdncenter.org
 - Foundations On-Line
 - www.foundations.org
 - The Grantsmanship Center
 - www.tgci.com
 - Nonprofit Resource Center
 - www.not-for-profit.org

Include

- 1. Grant Writing Document Checklist (ACME)**
- 2. Grant Template**
- 3. Calendar**

Tips for Successful Grant Writing

- 1. The 10 Most Common Reasons Grants Are Declined**
- 2. Grant Writing Document Checklist (ACME)**
- 3. Free Resources**
- 4. Glossary of Terms**