

Grant Writing

with Abigail Hevey

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- Master's Degree in Professional Writing from UMass Dartmouth
- Writing and managing grants since 2010
- Manager of Grants & Development for Coastal Foodshed
- Consulting Grant Writer/Manager for several local non-profits
 - Grant research
 - Grant writing
 - Grant management
 - Project/Program Development



Grant Finding

Grant Writing

Grant Management



Grant Finding

Grant Finding – Where to Look

- Federal, State, Local, Private Foundations, Corporate
- Federal: grants.gov (DOT, FEMA, NEA)
- State & Local – Department websites (CDBG, CPA, MDAR, DOE)
- Private Foundations (Island Foundation, SouthCoast Community Foundation)
- Corporate (Banks, Home Depot, Walmart)
- Sign up for relevant newsletters (examples: NB Creative, SC Community Foundation, MDAR, MCC)
- Look at other similar organizations for their list of funders
- Call local funders or leaders and ask their advice on potential grant makers

Grant Finding – Research

- Read the Guidelines – make sure your project is eligible and fits their guidelines

Richard & Susan Smith Family Foundation

Priorities: Health, Medical Research, Education, Community Giving, Jewish Community

All grantees must:

- Be tax-exempt nonprofit organizations. Fiscal sponsors are acceptable.
- Serve people in the Greater Boston area (roughly defined as within Route 128) or the Eastern Massachusetts Gateway Cities of Brockton, Chelsea, Fall River, Lawrence, Lowell, Lynn, or New Bedford.

We do not make grants to:

- individuals
- endowments or private foundations
- religious organizations, where the grant is to be used for sectarian purposes
- political campaigns

We do not sponsor events, conferences, or meetings, and we do not buy tables at events.

Grant Finding - Research

- Read as much about the funder as possible
 - Type of projects they fund (program, general operating, capital expenses)
 - FAQ's
 - Research previously funded projects – helps better understand what they want to fund

2020

Beyond Walls

Capital grant to purchase a flatbed truck which will provide critical transportation for staff and supplies to the agency's street art festival and other creative placemaking sites throughout Lynn.

[Visit Their Website](#)

Amount

\$42,081

Giving Area

Community Giving

Initiative

Small Capital Grants

- Attend any webinars
- Call the funder if possible (Do not call if site says not to)

Grant Finding – Research

- Great resource: Guidestar.org – especially if they have no website or limited information on website
 - Create free account
 - Search foundations
 - Look at 990 forms: Part XV & Funded Projects

Grimshaw Gudewicz Charitable Foundation

Part XV Supplementary Information (Complete this part only if the foundation had \$5,000 or more in assets at any time during the year—see instructions.)	
1 Information Regarding Foundation Managers:	
a List any managers of the foundation who have contributed more than 2% of the total contributions received by the foundation before the close of any tax year (but only if they have contributed more than \$5,000) (See section 507(d)(2))	None
b List any managers of the foundation who own 10% or more of the stock of a corporation (or an equally large portion of the ownership of a partnership or other entity) of which the foundation has a 10% or greater interest	None
2 Information Regarding Contribution, Grant, Gift, Loan, Scholarship, etc., Programs:	
Check here <input type="checkbox"/> if the foundation only makes contributions to preselected charitable organizations and does not accept unsolicited requests for funds. If the foundation makes gifts, grants, etc. to individuals or organizations under other conditions, complete items 2a, b, c, and d. See instructions.	
a The name, address, and telephone number or e-mail address of the person to whom applications should be addressed	Anne Fazendeiro 173 Auburn Street New Bedford, MA 02740 (508) 997-2297
b The form in which applications should be submitted and information and materials they should include	A letter indicating purpose for which funds requested accompanied by a copy of the federal exemption letter and evidence that the organization is currently in good standing
c Any submission deadlines	None
d Any restrictions or limitations on awards, such as by geographical areas, charitable fields, kinds of institutions, or other factors	A minimum of 80 of the Foundations annual distribution is given to charitable organizations as designated in the trust instrument. The Trustees have discretion as to 20 of the annual distribution. The Trustees policy is to give to charitable organizations in geographical areas comprising Bristol County, MA, proximate Rhode Island areas, Peterborough, New Hampshire and vicinity and locations that can affect or benefit the inhabitants of Southeastern Massachusetts, Rhode Island, or New Hampshire areas. Generally the targeted areas for giving are the arts, education, especially those that enhance business and entrepreneurial skills, healthcare, and preservation of local culture. The Trustees also favor those organizations that will provide a lasting named memorial whenever possible.

Form 990PF Part XV Line 3 - Grants and Contributions Paid During the Year or Approved for Future Payment

Recipient Name and address (home or business)	If recipient is an individual, show any relationship to any foundation manager or substantial contributor	Foundation status of recipient	Purpose of grant or contribution	Amount
a Paid during the year				
Buttonwood Park Zoological Society Inc 425 Hawthorne St New Bedford, MA 02740	None	PC	General Support	3,000
Charlton Memorial Hospital Auxiliary Fund 363 Highland Ave Fall River, MA 02720	None	PC	General Support	10,000
Children's Museum of Greater Fall River Inc 441 North Main St Fall River, MA 02720	None	PC	General Support	3,000
Total ▶ 3a				1,600,000

Form 990PF Part XV Line 3 - Grants and Contributions Paid During the Year or Approved for Future Payment

Recipient Name and address (home or business)	If recipient is an individual, show any relationship to any foundation manager or substantial contributor	Foundation status of recipient	Purpose of grant or contribution	Amount
a Paid during the year				
College Light Opera Company At Highfield-PO Box 906 Falmouth, MA 025410906	None	PC	General Support	3,800
Con Val High School 184 Hancock Road Peterborough, NH 03458	None	PC	Scholarships	10,000
Concerts at the Point PO Box 3 Westport Point, MA 02791	None	PC	Scholarships	3,000
Total ▶ 3a				1,600,000



Grant Writing

Grant Writing

Read the full application process

1. Deadline(s) – date and time
2. Submission process (email, mail, grant portal-sign up as soon as possible)
3. Application questions/outline – pull into Word doc or Google Drive (go into the portal and pull questions out)
4. Attachments (letters of support, budget, audited financials, resumes, bios, etc..)
5. Templates – use templates, even if “suggested”
6. Other stipulations (reimbursement-based, match requirements, timeline requirements – when you would be awarded)
 - Can't receive funding for costs already spent

Island Foundation

How do I apply to the Island Foundation?

Applying to the Island Foundation is a two-step process:

1) Initial Contact—To determine if your request could be considered for funding by the Foundation, you may either call or write to the Foundation.

The Foundation's contact information is:

2) Letter of Inquiry/Full Proposal—If a Letter of Inquiry or Full Proposal is requested, please submit the following information through the Foundation's online grants management system:

- One page cover letter on your letterhead that specifies the amount of funding sought, briefly describes your organization and its mission, and gives a summary of the proposal idea.
- Three to five page proposal including a brief history of the organization, project need, project goals, methods used to meet your goals, measures of success, and qualifications of your organization and staff.
- A project budget (income and expenses) and past and current year budgets for the overall organization.
- Most recent financial statement or audit.
- List of Board of Directors and staff.
- Internal Revenue Service (IRS) tax determination letter indicating 501(c)(3) status of the organization. If you are using a fiscal sponsor, include the 501(c)(3) letter of your fiscal sponsor and a letter from them indicating their willingness to assume fiscal and administrative reporting responsibility for the grant.
- Supplementary materials: annual reports, newsletters, media coverage, and/or brochures.

The Island Foundation accepts letters of inquiry and full proposals:

- March 1st
- June 1st
- September 1st
- December 1st

Grant Writing - Checklist

- Demonstrate clear need – gap in services; community need
- Back this up with relevant data/statistics whenever possible
- Provide a clear scope – what are you going to do/what is the plan
- Define the impact the project will have
- Use your own organization's statistics and data (enrollment numbers, participant demographics, quantified impact, etc...) – start collecting this
- You or your organization's credentials/ability to meet this demand
- Present a clear and realistic budget
- Present a clear and realistic timeline
- Is it sustainable and/or scalable
- Who, What, When, Where, How

C. Using funding from the Arts, Culture, and Tourism Fund, create an arts grant program to support community development and arts entrepreneurship.

D. Expand public art in New Bedford and utilize it as a tool for placemaking and enhancing the City's identity as a cultural community.

Grant Writing – Other Tips

- Follow application as presented – and all guidelines (font, size, page limits, etc...)

Three to five page proposal including a brief history of the organization, project need, project goals, methods used to meet your goals, measures of success, and qualifications of your organization and staff.

- Know your audience
- Use simple language* (audience)
- Brevity is key
- Weave their language into the proposal
- Use bulleted lists
- Write short paragraphs (watch out for page limits)
- White space
- Draft Letters of Support for partners
- Opportunity to collaborate
- Do not duplicate similar projects/programs - be aware
- Think if you were being asked to donate to the organization



Grant Management

Grant Management

Yay! You got the money!

- Now you get to implement the project!
- Send a thank you letter
- Write down all reporting deadlines and requirements – and then meet the deadlines and requirements!
- Keep in contact with the funder – talk to funder about ANY changes
- Create data tracking system if not already in place
- Do not spend any money until you have a signed contract/award letter/check
- Follow-up and build relationship with the funder

Boo 😞 You didn't get the money

- Follow-up with the funder and ask for a debrief or feedback on your proposal
- Try, try again



Questions?