



WRITING BETTER GRANTS

*State of Nevada
Department of Conservation &
Natural Resources
Conservation District Program*

QUESTIONS TO ASK: ????

- ✦ Are you ready?
- ✦ Is a grant the solution to your problem?
- ✦ Can you fulfill your obligations?
- ✦ Do you have partners on board?

If so.....

Then Let's Go!

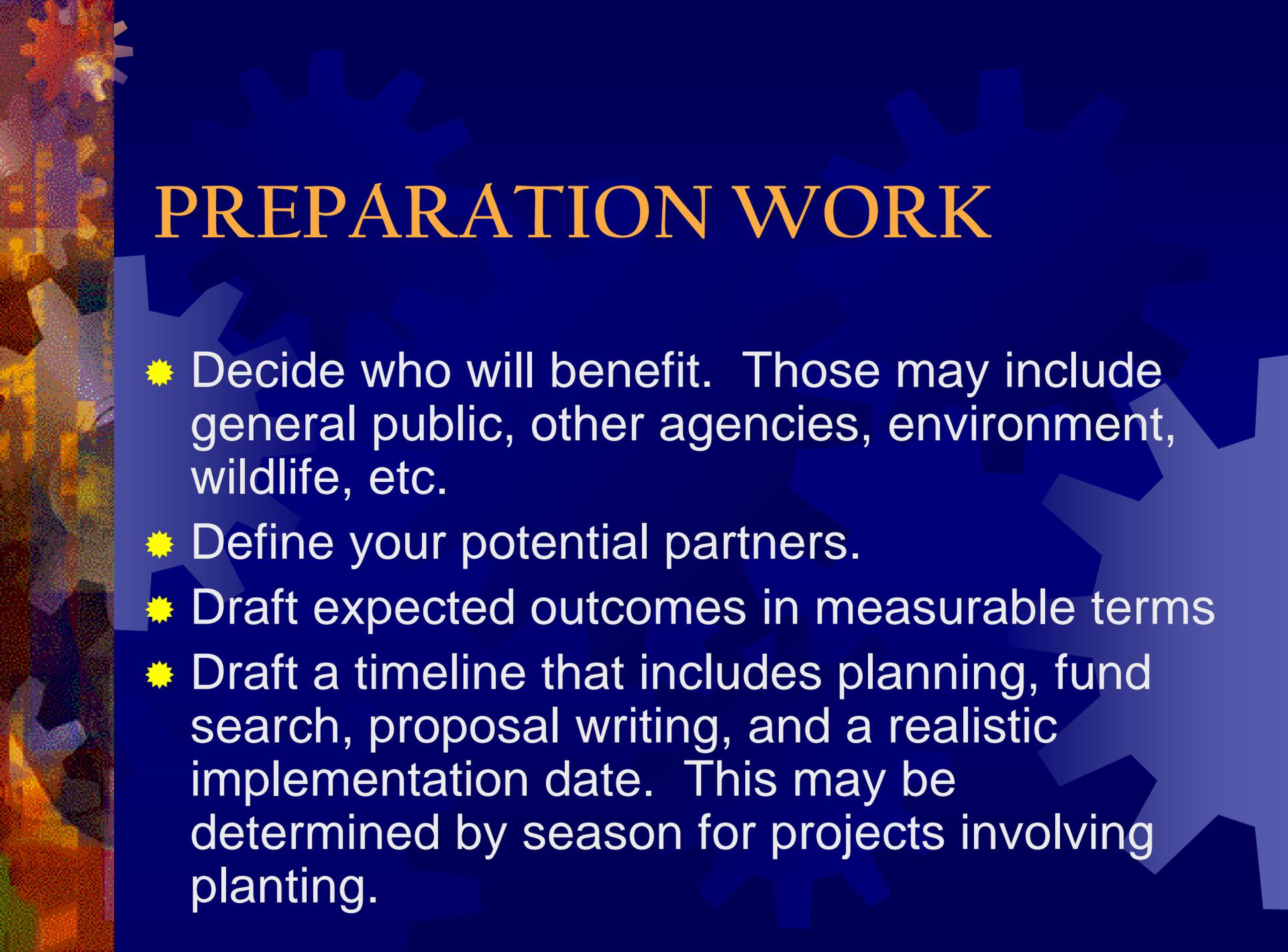


PREPARATION WORK

★ DEFINE YOUR PROJECT

- Does the project fit within the Conservation District's Mission?
- Is the end product identified within the Conservation District's Annual Workplan?
- Is the project within acceptable practices identified in the Nevada Revised Statutes?





PREPARATION WORK

- ✦ Decide who will benefit. Those may include general public, other agencies, environment, wildlife, etc.
- ✦ Define your potential partners.
- ✦ Draft expected outcomes in measurable terms
- ✦ Draft a timeline that includes planning, fund search, proposal writing, and a realistic implementation date. This may be determined by season for projects involving planting.

DETERMINE PROJECT GOALS

- ★ Determine goals and specific objectives that define how you will focus work to accomplish those goals:

(Example) Goal: To improve water quality by reducing erosion

- Remove noxious weeds from 2 miles of streambank and revegetate with native grasses and willow.
- Reduce erosive slopes to a 3:1 grade
- Install fencing for protection on 5 miles of stream
- Monitor erosion activity and plant regeneration success
- Educate the public by encouraging participation

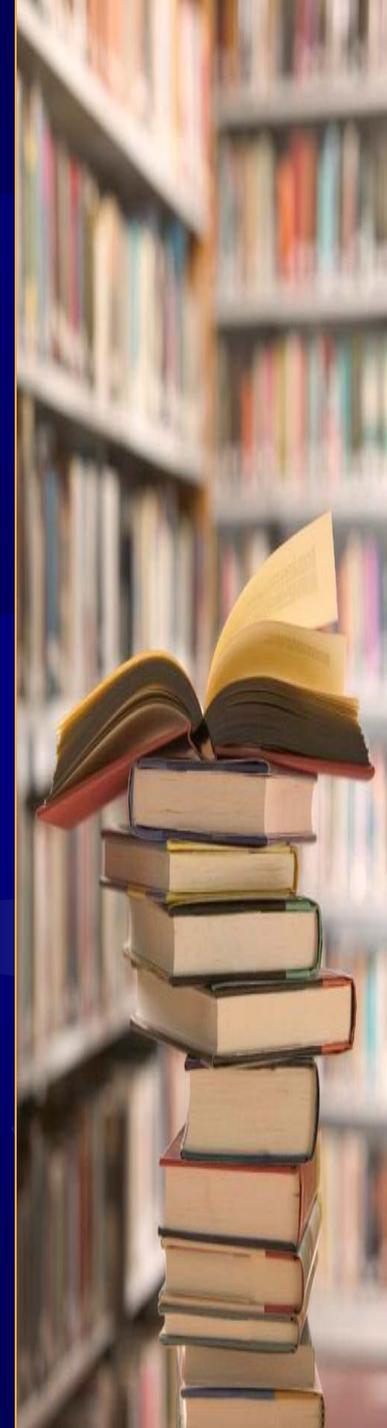
IDENTIFY THE RIGHT FUNDING SOURCES

- ★ Foundation centers, state and federal agencies, computer databases, publications, public libraries, and internet.
- ★ Don't limit to one funding source – apply to *many* sources.
- ★ Look for matches and similarities between your project and the potential Grantor's purpose and goals.



READ, READ, READ!

- ☀ Read ALL of the *Request For Proposals*.
- ☀ Read it again.
- ☀ Clarify any questions you may have.
- ☀ Ask how proposals will be ranked?
- ☀ Research the Grantee's Mission, Vision and Goals – identify how you can help them achieve their goals.
- ☀ Understand the restrictions, timetables, and reporting requirements.



MAKE CONTACT

- ✦ Make a phone call –
- ✦ Request proposal guidelines.
- ✦ Request a list of projects previously funded.
- ✦ Request a copy of the Grantor's Annual Report.
- ✦ Inquire about the maximum/minimum amount available.
- ✦ What is the average size and funding range of awards?
- ✦ Does the Grantor have other grant sources for which your project may be eligible?

WRITING THE PROPOSAL

- ✦ Be brief and 'to the point'
- ✦ Have someone outside the project and agency read the proposal
- ✦ Be NEAT, COMPLETE and ON-TIME
- ✦ *Beware of acronyms*
- ✦ *Use proper spelling, punctuation and grammar.*



HOOK 'EM!



There are many ways to represent the same idea. However, the *HOOK* tailors the description of the idea to the interest of a particular funder. The *HOOK* aligns the project with the purpose, and goals of the funding source. This is a critical aspect of any proposal narrative because it determines how compelling reviewers will perceive your proposal.

PROPOSAL GUIDELINES

- ★ Deadlines
- ★ Eligibility
- ★ Format: forms, margins, spacing, number of pages, font, etc.
- ★ Budgets
- ★ Number of copies or originals to submit

PROJECT BUDGET

- ☀ Be reasonable
- ☀ Identify required personnel by function or position
- ☀ Overhead or indirect costs
- ☀ Operating Costs:
 - ☀ Office Rent
 - ☀ Equipment
 - ☀ Office Supplies
 - ☀ Project Costs

*Q.) Does the funder allow these costs?
If not, can you afford to pay them?*

PROJECT BUDGET

- ✦ Administrative Costs
- ✦ Reimbursable expenses or pre-paid?
 - ✦ Can the CD afford to expend funds prior to reimbursement?
- ✦ Matching Costs:
 - ✦ Cash
 - ✦ In-Kind
- ✦ *DOES THE BUDGET MATCH THE PROPOSAL?*
- ✦ Wiggle Room

Well-planned budgets reflect carefully thought out projects.



OUTCOMES AND PERFORMANCE MEASURES

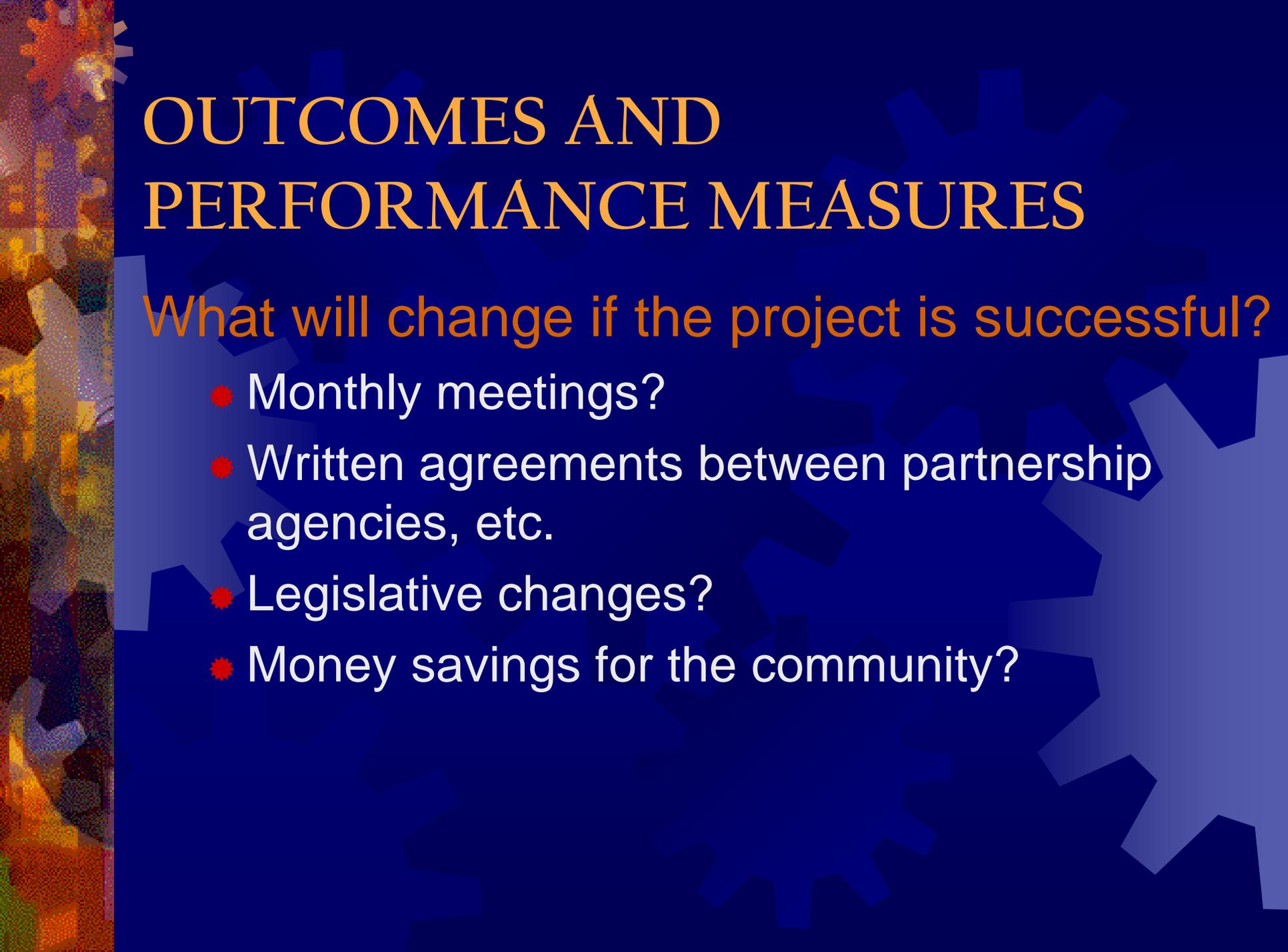
★ Measuring Success

- ★ Vegetation Monitoring
 - ★ Reduction of erosive slopes
 - ★ Education – number of children participating
 - ★ Number of adults educated
 - ★ Evaluation form from conference attendees
- ★ Identify data and research methods with projected numbers.

PROJECT RESULTS

- ★ SPECIFIC QUANTATIVE measurements used to determine the outcomes and impact of your project.
- ★ An explanation of what will be measured, how it will be done, and how the information will be used.



The background features a dark blue field with several large, semi-transparent gears of varying shades of blue. On the left side, there is a vertical strip with a textured, abstract image in shades of orange, yellow, and brown, resembling a cityscape or a close-up of a mechanical part.

OUTCOMES AND PERFORMANCE MEASURES

What will change if the project is successful?

- Monthly meetings?
- Written agreements between partnership agencies, etc.
- Legislative changes?
- Money savings for the community?

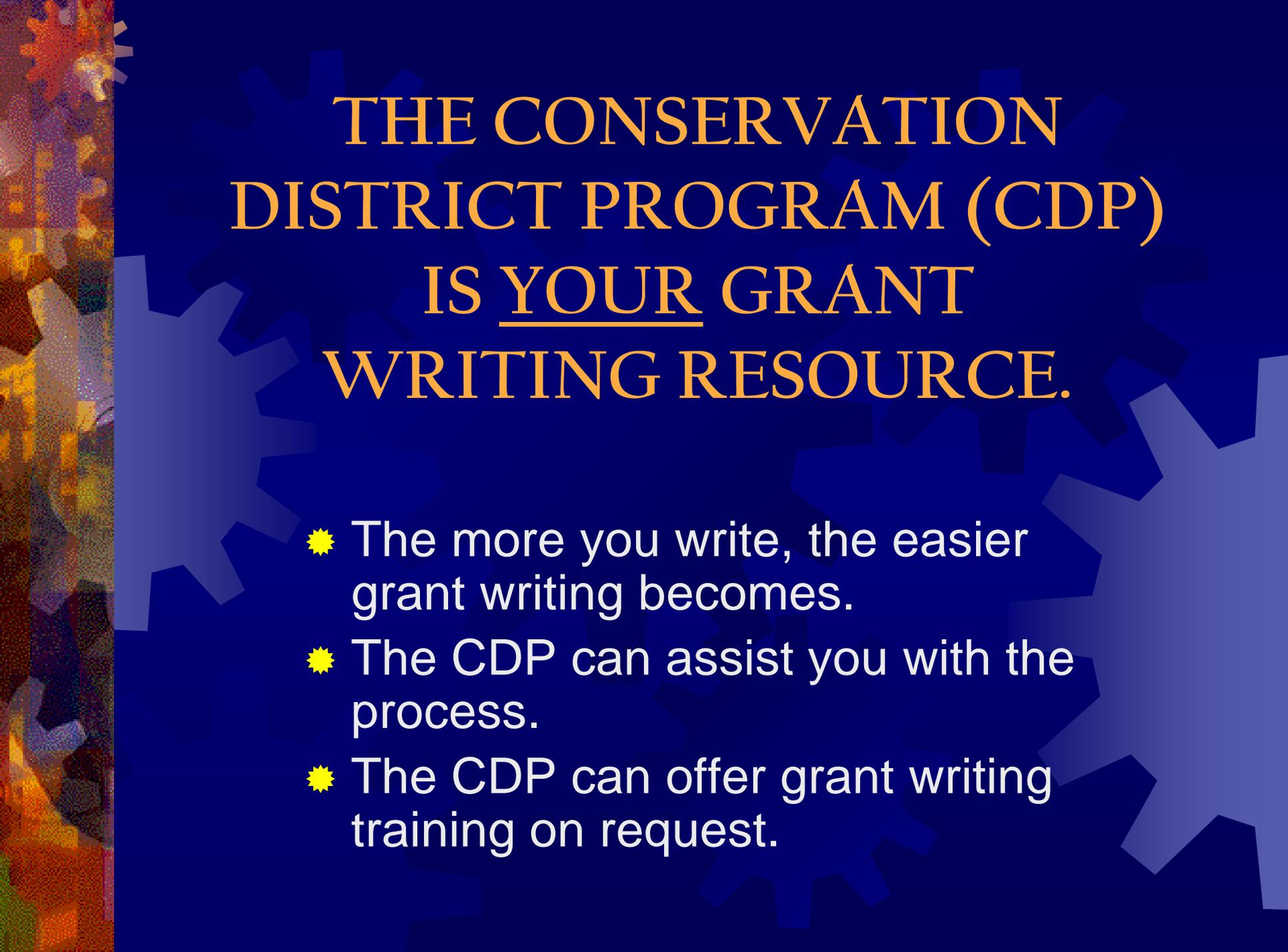
THE WAITING GAME

- ✦ Allow the Grantee time to contact you about the status after submittal – but not too long!
- ✦ It is important to request feedback about a proposal's strengths and weaknesses.
- ✦ Try, try again.



IMPLEMENTING YOUR GRANT

- ★ Meet ALL obligations.
- ★ Submit reports on time and well written.
- ★ Acknowledge the grantee in everything you do – give credit where credit is due.
- ★ Consult the grantee before making ANY changes.
- ★ **You are operating under a contract!**
- ★ Give them “*more than they bargained for*”.
- ★ Remember this is a partnership.



THE CONSERVATION DISTRICT PROGRAM (CDP) IS YOUR GRANT WRITING RESOURCE.

- ✦ The more you write, the easier grant writing becomes.
- ✦ The CDP can assist you with the process.
- ✦ The CDP can offer grant writing training on request.