

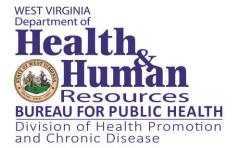
Get Funded! Part 1

Kim Tieman MSW, ACSW

> CLAUDE WORTHINGTON BENEDUM

FOUNDATION

Jessica Wright RN, MPH, CHES



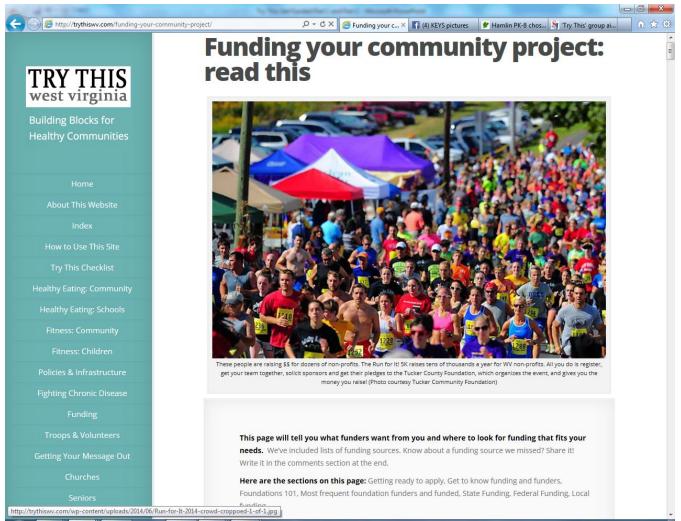
Jamie Jeffrey MD



Get Funded! Part 1

- The Grantwriting Process
- Do's and Don'ts
- Common Terms
- The Elements of a Proposal
- KEYS 4 HealthyKids Toolkit

Try This WV



四

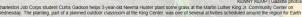
EG

E

Philanthropy

- Think like a funder
- Why do people support the work of nonprofits?
- What are the current trends in giving?
- What is going on in the economy?
- How do you make a connection?







What do you value?

- What is your mission
- Who do you serve
- What do you wish to change
- What makes you unique
- Who are your partners
- What will success look like





Getting Ready: A Proposal is a Process

- What is the community need that you wish to address?
- Does the project promote the mission of your organization?
- Research potential funders who care about the need that you have identified
- Research the funders history of giving, giving range, and priority areas
- Does the project address the funders priority areas

Steps to Success

- Read and follow the directions
- Sell your project idea but don't oversell
- Recognize the competitive nature of the funding environment
- Keep it simple providing too much information makes the proposal more difficult to follow
- Do not apply just to get money
- Do not apply until the project is ready

Tips on Writing

- Know what the funder wants follow the directions
- Submit the proposal in the exact order as directed by the granting organization
- Get your thoughts together create an outline with dates
- Avoid jargon and acronyms spell them out the first time referenced on every page/section
- Keep it simple
- Have a descriptive project title not a cute name
- Revise and EDIT have someone unfamiliar with your program read the application to tell you what's confusing or unclear

Why Proposals Fail

- Project is outside of their guidelines or current priorities
- Project quality is poor
- Cost per client served is unacceptably high
- Inadequate research on the part of the applicant
- You applied to the wrong funder
- The funder did not have enough money to fund all proposals

Terms

- 501 (c)(3)
- Grant Application
- Online Grant Application Form
- Abstract
- Collaboration
- Goals
- Objectives vs. Outcomes
- Evaluation

- Budget Form
- Budget Narrative
- Indirect/Overhead Cost
- Allowed/Disallowed Costs
- Attachments

Terms

- In-Kind Contributions
- Matching Funds
- Narrative
- Need/Problem
- Methods
- Program

- Project
- Proposal
- Revenue
- DUNS Number
- Stakeholders/
 - **Target Population**
- Sustainability

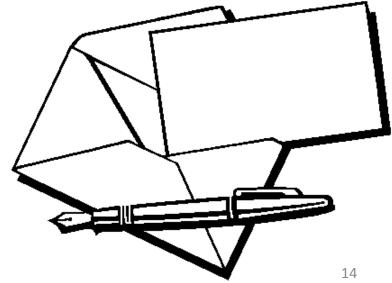
Essential Elements of any Grant Proposal

- Cover Letter/Letter of Application/Face Sheet
- Executive Summary/Abstract
- Need/Problem Statement
- Project/Program/Solution
- Goals/Objectives/Methods
- Outcomes/Evaluation
- Budget/Budget Narrative
- Sustainability
- Organizational Information/History
- Appendix/Attachments

Cover Letter

Overview of the proposal

- Reference to contact information
- Why specific funder was selected
- Request words and an amount
- What is in your proposal package
- Offer to answer questions or meet with grant maker
- Required signature



Cover Letter - Example

Dear...

Thank you for opportunity to apply to ...

Attached is the request for \$25,000 to build a high tunnel to extend the growing season for our local famers market...

Attached you will find....

If you have any questions or need further information, please contact ...

Executive Summary

This is an umbrella statement of your case and summary of the entire proposal (1 page)

- Problem
- Solution
- Funding Requirements and Commitments
- Timelines
- Organization and its expertise

The Need or Problem Statement

Why is this project necessary - 2 pages

- Community context/problem statement
- Answers the question "So What?"
- Should be: people centered, of reasonable scope, documented, method free
- Don't use sweeping language, just the facts (who says that it is so?)

The Need or Problem Statement

- Narrative description of current condition or situation involving people including the effects or impacts and causes or contributing factors.
- Data that best supports your case
 - Statistics
 - Examples
 - Be sure to reference the statistics used

Framing the Problem

- WHO is affected?
- WHAT is happening?
- WHERE does the situation take place?
- WHY is it a problem?
- What else can you tell us about the situation?
- Who else thinks it is a problem?
- What are the underlying causes?
- What are the effects of this problem?

Problem statements and descriptions

Problem statement:

Problem description

- •short
- •lean
- •simple

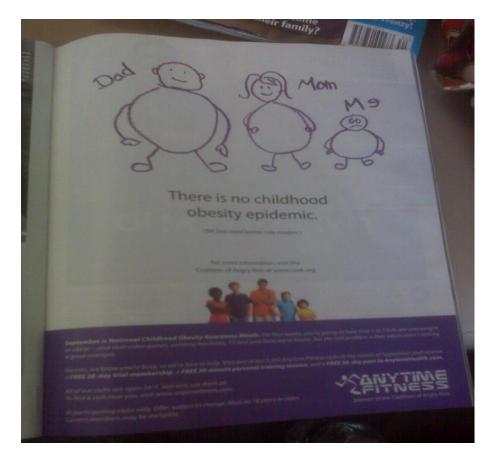
long



Problem/Need Statement Exercise

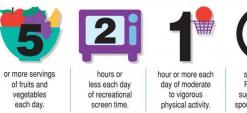
Brainstorm potential societal problems







There are a number of ways to stay healthy:



sugary drinks! Restrict soda, sugar-sweetened sports & fruit drinks.

5-2-1-0 *Every Day for Every Body!*

Brought to you by www.keys4healthykids.com





The Need - Example

- West Virginia is a state with four seasons which makes access to fresh foods more challenging...
- The creation of a high tunnel will extend the growing season and provide nutritious food to...
- "According to the WV Food and Farm Coalition, X% of area residents live in food deserts and ...

Project Description

How the project will be implemented - 3 pages

- What do you want to accomplish?
- How will you accomplish your objectives?
- Who will carry out the project?
- Evaluation How do you know how you are doing?
- What benefit will the people served receive?
- Sustainability Does the project have a life beyond the grant period, if so what are the funding sources?

Project Description - Elements

- What the broad goals and more specific objectives and methods of the program
- What will you accomplish? Outcomes How? Plan of action...timeline
- Who? Staff, Board, Volunteers...expertise
- How will you know you made a difference? evaluation plan
- **Sustainability?** long term funding...what will be left in place after the project ends

Outcomes/Objectives

- Benefits or changes for individuals (or population) during or after participation
- Tells you the outcomes or end results
- Under what constraints will the outcomes be achieved?
- Subject of the sentence should be the clients/participants in the project

Objectives should be....

- Specific
- Measurable or quantifiable
- Attainable
- Realistic, responsive to need
- Time bound



Objectives should have performance targets or benchmarks.

- Program new, existing or expanding?
- Are you over or under promising results or capabilities?

Methods

- Describes how you will achieve your goals and objectives
- Summary of program elements
- Should explain why approach was chosen including any research based outcomes. Reader should understand benefits of the approach.
- Tie the method selection to available resources.
- Choose methods based on what is appropriate for the target population and the project participants

Methods

- Should describe role of partners and specify what they bring to the project
- Should include an implementation plan and timeline (month by month with deadlines for completion of steps)
- Reasonable scope of activities that can be accomplished within the stated time frame and with the resources of the organization
- Describe the sequence, flow, and interrelationships of the activities
- Describe project then discuss staffing needs

Budget

Financial description of project plus notes - 1 page

- Expense Information (staffing, project costs, overhead and indirect costs)
- Income/Revenue Information (including fees generated and other sources identified, applied for, and committed)
- Budget Narrative as needed

Budget - Steps for Creating a Budget

- Identify who will help you gather the data
- List all personnel who will be involved (calculate salary and fringe costs)
- List and tabulate cost of consultants
- Think through and list all other non-personnel costs, e.g. space, telephone, postage, copying, and any indirect cost (time of executive director, audit, ...)
- Identify revenue sources both secured and projected

Budget

- Personnel/Staffing
- Travel
- Equipment
- Supplies and Materials
- Meetings/Training
- Consultants/Professional Fees/Subcontracts
- Other
- Direct Costs
- Indirect Costs

Organizational Information

History and governing structure of the nonprofit; its primary activities, its audiences, its services - 1 page

- Date of founding and mission
- 501c3 federal distinction
- Organization's structure, programs, and special expertise
- Information about staff and board
- Audience served by the agency and the specific project for which funding is sought

Appendix

Supplemental Information to Support Proposal (as required by the funder)

- IRS Letter of Determination (501c3)
- Financial Information (include as needed operating budget, audit, 990, list of past and current fiscal year foundation/corporate funders and gift level)
- Resumes (where appropriate)
- Do not add additional materials unless they are requested by the funder
- In what format does the funder need the information



Unlocking the Doors to a Better Tomorrow

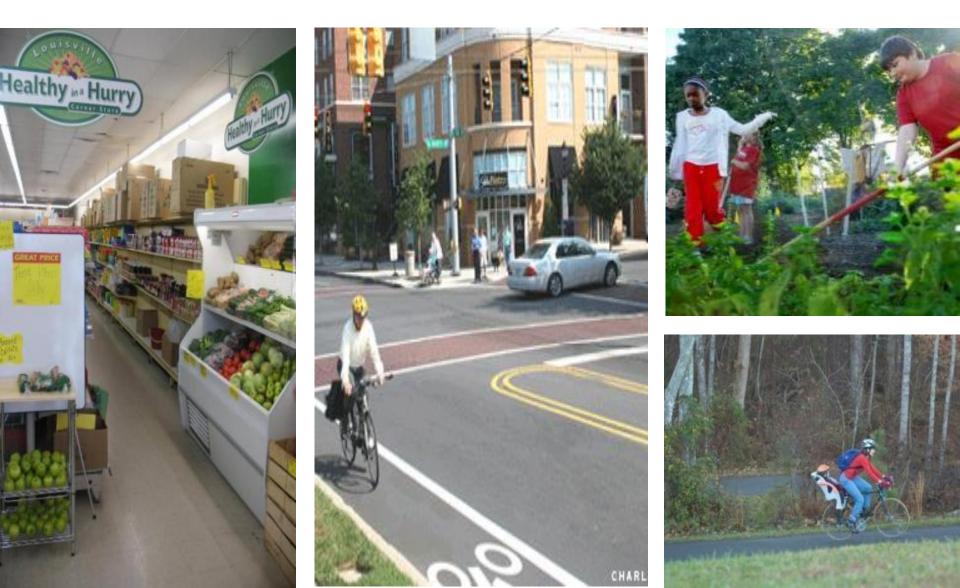
Why We Are Here

Environments that support sedentary behavior and poor diet

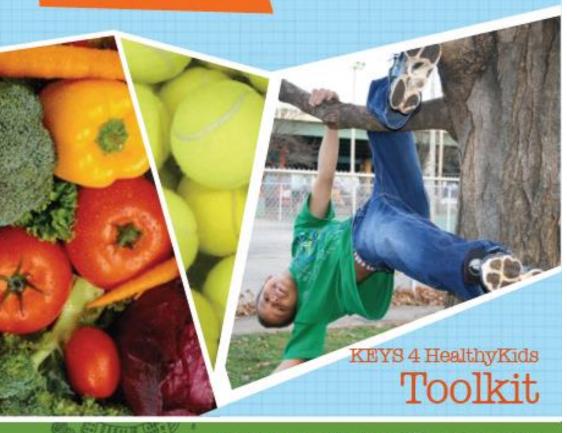


Our Vision

Environments that support active living and healthy eating







A guide for creating a healthy community

Access Toolkit and links online www.keysAhealthykids.com

What's the Difference Between Policy, Systems and Environmental Change and Programs?

Setting	Programs/Events	Policy, Systems and Environmental Change	
School	Celebrate national nutrition month	Add fruits and vegetables to the a la carte options in schools	
Community	Host a community bike ride and parade	Implement a Complete Streets policy to ensure community roads are constructed for safe biking, walking and driving	
Worksite	Hold health screenings for staff	Implement a healthy vending machine policy that offers healthy snacks at an affordable price	
Hospital	Hold free breastfeeding courses for new moms	Implement the WHO 10 Steps to Successful Breastfeeding and become a baby friendly hospital	

Creating a Healthy Community 5 Steps

- 1) Building the Team
- 2) Mobilize the Community
- 3) Assess the Environment
- 4) Goals & Priorities
- 5) Take Action and Track the Results

1. Building The Team

Who in our community:

Is already working to address childhood obesity?

Knows a lot about healthy food and physical activity?

Has good contacts and can mobilize others?

Can influence policy and/or environmental change?

Where in our community do:

Children and families eat food and buy groceries?

Children and families engage in physical activity?

Children spend their time when not in school?

Pre-school age children spend most of their time?

Key Questions for Identifying Potential Partners

1. Building the Team

- Who else needs to be at the table?
- What other resources are needed that someone in community already does?
- How to find out?



1. Building The Team

Community Service

Food banks/pantries Soup kitchens/meal programs Volunteer groups Civic groups/clubs

Community Volunteers

Community-minded individuals Parents

Extension Master Gardeners

Economic

Development/Businesses

Chamber of Commerce Local business owners Groceries Gym owners Local growers (gardeners/farmers)





1. Building The Team

Elected Officials

- State legislators
- Mayors

Faith Community

- Churches
- Faith-based programs
- Faith-based youth groups
 WVU Extension Service
- Ag and Natural Resources
- Youth Development
- Nutrition Programming
- Food Safety
- Food Preservation



1. Building the Team

Involve Youth!!

Childcare

- Nurseries/daycares
- In home childcare centers

Schools

- K-12
- After-school programs
- Community/Technical Schools
- Colleges and Universities
- Farm 2 School

Community Organizations

- Youth services
- Family services





Healthy Clendenin









What Does the Team Do?

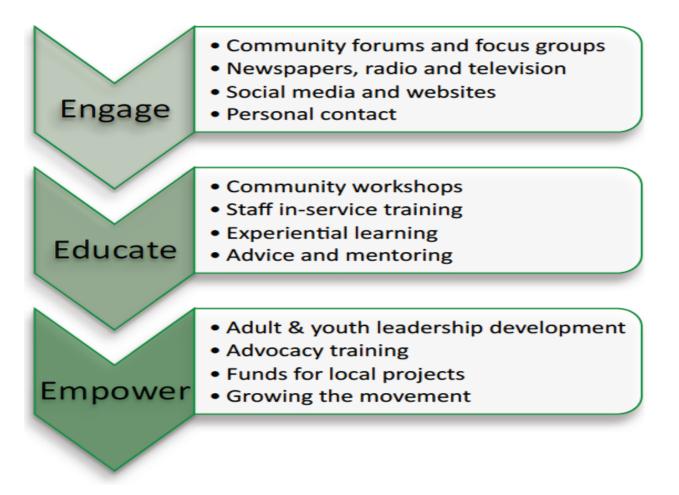
- The team is responsible for engaging others possibly through outreach programs or a volunteer organization
- To track the progress of the goals and make changes when needed
- And to be the primary and central voice for the project





2. Mobilize the Community

Stages of Community Mobilization



3. Inventory & Assessment: Where Are You?

- Evaluate the challenges to being Healthy in your community either physically, socially, or economically.
- "There is not a safe place for children to play"
- "There is not an accessible grocery store that offers fresh food"
- "The after school care program is lacking in healthy food and activity options"

3. Inventory&Assessment: Environmental Scan

- This identifies factors that help/hinder the communities healthy choices
- Some tools to use:
 - Mapping the local food sources
 - Evaluating government and organizational (such as schools) policies that are health related
 - Documenting access to and affordability of resources
- After completing the scan, check to see what areas need improvement and would most benefit the community

Walkability Audits

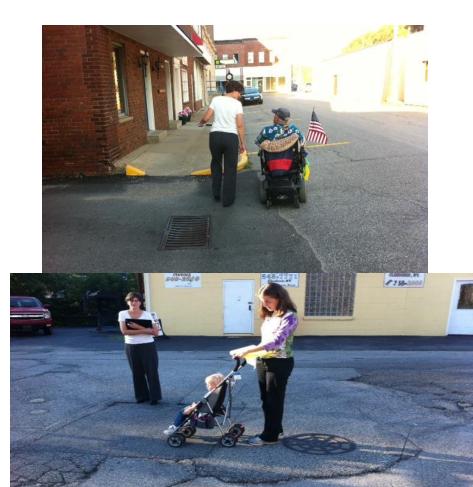






Healthy Clendenin Walkability Audit



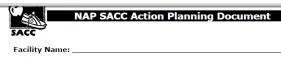


NAP SACC



(PA3) Supporting Physical Activity							
Α.	During active play time staff:	Supervise play only (mostly sit or stand)	Sometimes encourage children to be active	Sometimes encourage children to be active and join children in active play	Often encourage children to be active and join children in active play		
В.	Support for physical activity is visibly displayed in 2 to 5 year old classrooms and common areas by:	No posters, pictures, or books about physical activity displayed	A few posters, pictures, or books about physical activity displayed in a few rooms	Posters, pictures, or books about physical activity are displayed in most rooms	Posters, pictures, or books about physical activity are displayed in every room		
(PA4) Physical Activity Education for Staff, Children, and Parents							
Α.	Training opportunities are provided for staff in physical activity (not including playground safety):	Rarely or never	Less than 1 time per year	☐ 1 time per year	2 times per year or more		
В.	Physical activity education (motor- skill development) is provided for children through a standardized curriculum:	Rarely or never	1 time per month	2-3 times per month	□ 1 time per week or more		
C.	Physical activity education is offered to parents (workshops, activities and take home materials):	Rarely or never	Less than 1 time per year	☐ 1 time per year	2 times per year or more		
(PA5) Physical Activity Policy							
Α.	A written policy on physical activity that covers most of the above topics:	Does not exist	Exists informally, but is not written or followed	Is written, but not always followed	☐ Is written, available and followed		





Areas for Improvement/Specific Goals:

Date: ___

Target Date for Evaluation: _

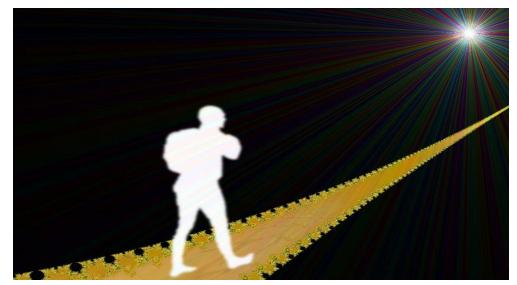
4. Set Goals

- Use the environmental scan to target the areas which need the most improvement
- "The Team" should then make a list of goals and how to achieve these goals
- This "game plan" should be divided by goal and distributed to corresponding team members



4. Goals & Priotities

- Be patient !!!!
- Where to Start?
- How to Start?
- Follow assessment and let it guide





Take

3

racl

Results

Oh

Unlocking the Doors to a Better Tomorrow

5. Take Action and Track Results

- Track the results of your progress and make changes accordingly
- Count everything

- People, outcomes, \$, resources and IMPACT

- Refer back to inventory, resources and assessments
- Pre and Post surveys
- How do you know when you are successful?

Get Funded! Part 2

Kim Tieman MSW, ACSW

> CLAUDE WORTHINGTON BENEDUM FOUNDATION

Jessica Wright RN, MPH, CHES



Jamie Jeffrey MD



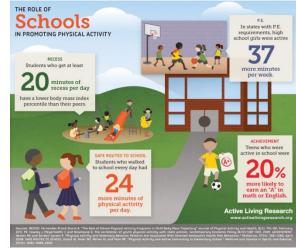
Get funded! Part 2 Agenda

- Review of Part 1
- Review of KEYS Toolkit
- Small Group Exercises
 - Goals, Objectives, Methods
- Specific Funding Sources

What Is Evidence Based?

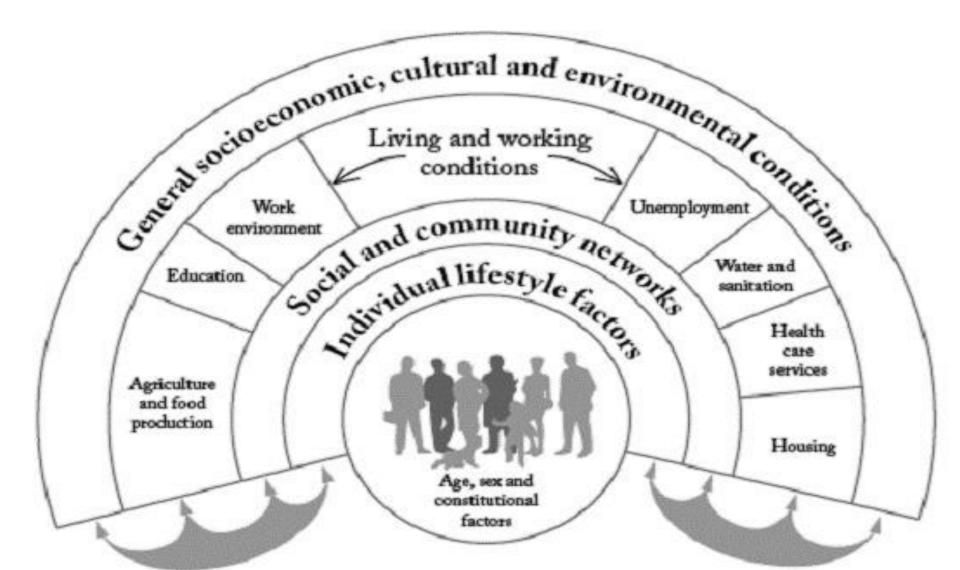
Defined as the development, implementation, and evaluation of effective programs and policies in **public health** through

application of reasoning,
data and information systems
appropriate use of program planning tools





Social Determinants of Health



Health in all Policies

- Promote health, equity and sustainability
- Support intersectional collaboration
- Benefit multiple partners
- Engage stakeholders
- Create structural or process change

Health Impact Assessment

- can be a valuable tool for using the Health in All Policies approach to decision-making
- states and communities integrate health considerations into transportation and community planning decisions
- Applicability to a broad array of policies, programs, plans, and projects
- Consideration of adverse and beneficial health effects
- Engagement of communities and stakeholders in a deliberative process

Evidence-based resources

- County Health Rankings
- http://www.countyhealthrankings.org/
- Community Guide for Prevention Services

www.thecommunityguide.org

• CDC

www.cdc.gov/healthycommunitiesprogram/

- Trust for America's Health www.healthyamericans.org
- Social Determinants of Health / Healthy People 2020

www.healthypeople.gov/.../social-determinants-health

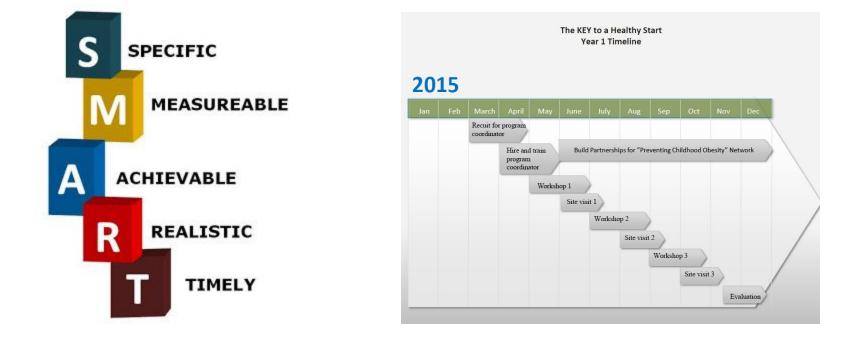
• Health Impact Assessment

www.cdc.gov/healthyplaces/hia.htm

Small Group Exercise

Outcomes/Objectives

• Methods



Funding Sources

- Federal Government
- State Government
- Foundations (Family, Community, Corporate) Foundation Center Directory
 - Kanawha County Library Federal Depository
 - West Virginia State University
- Corporations
 - Corporate Directory Foundation Center
- Local organizations (service organizations, public charities, interest groups)

Federal Grants

- Catalog of Federal Domestic Assistance
- <u>http://www.cfda.gov/</u>
- Federal Register
- Federal Grants Clock
- Federal Checklist
- Intent to Apply
- Bidders Conferences, FAQs, Webinars, and Technical Assistance calls

Cfda.gov/ D × A General Servi... C Image: CfDa.gov/ D × A General Servi... C

File Edit View Favorites Tools Help

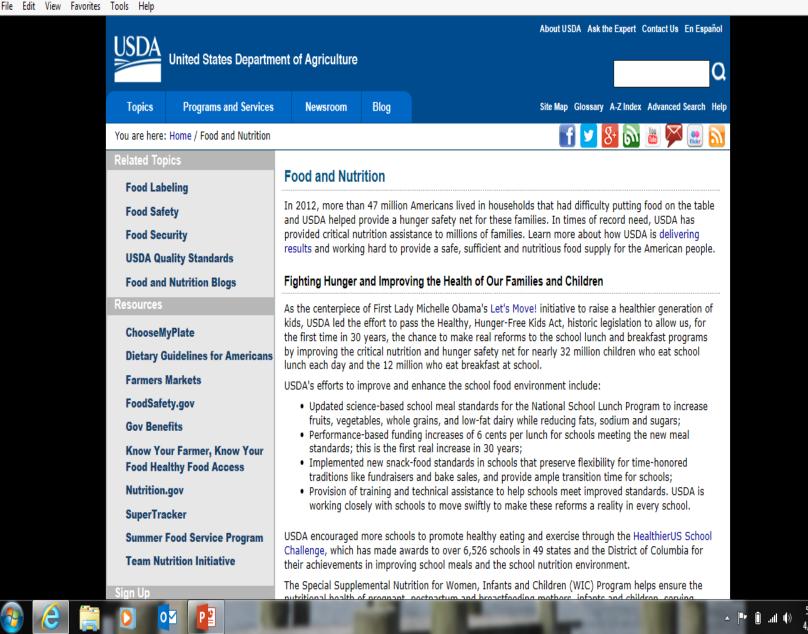


5:29 AM

()

http://www.usda.gov/wps/portal/usda/usdahome?na' 🔎 🔻 🖒 🔛 Food and Nutrition | USDA 🛛 🛪

.



Funding Sources

Corporations

- publicity
- promote community mission be a good corporate citizen, gain community respect, impact market share. Their funding is more episodic, revolving around particular campaigns, events, and projects. Corporate funding can be a good source of support for new initiatives, special programs, and special events.
- Local and State Governments will sometimes fund projects that benefit the people in those areas. Examples are social service programs, cultural resources, and educational opportunities.

Funding Sources

- Federated Funds such as United Ways, United Arts, etc., can be steady sources of relatively large amounts of money. Available only to well established nonprofit organizations.
- Foundations come in various sizes and types but their grants can be important and substantial.
 - Private Foundations usually have large assets and issue annual reports.
 - Corporate Foundations are similar to private foundations but their boards are often made up of corporate officers. Their endowment funds are separate from the corporation and they have their own professional staff.
 - Community Foundations pool the assets of many donors and are usually community service organizations.
 - Independent or Family Foundations receive endowments from individuals or families.

State Grants

- When & where is the bidder's conference?
- Who is eligible to apply for this grant?
- Is there an electronic bulletin board, web site, webinars, or other support system in place?
- Is the grant linked to any particular government initiatives (Healthy People 2020) or legislation?
- What support, if any can legislators offer?
- Who will read and score these applications (profession specific folks, general business or citizen representatives)?

Web Resources

- The Foundation Center http://www.fdncenter.org/
- Chronicle of Philanthropy <u>www.philanthropy.org</u>
- The Council on Foundations <u>www.cof.org</u>
- The Grantsmanship Center <u>www.tgci.org</u>
- Grantstation <u>www.grantstation.com</u>
- Corporation Website <u>www.hoovers.org</u>
- Guide Star http://www.guidestar.org/
- Technology Website <u>www.techsoup.org</u>
- Census Fact Finder <u>http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml</u>
- WV Kids Count Fund <u>www.wvkidscount.org</u>
- W.K. Kellogg Foundation <u>www.wkkf.org</u>
- CDC <u>http://www.cdc.gov/healthyweight/</u>
- West Virginia Bureau for Public Health <u>www.healthywv.org</u>

Foundation Grants

- What is the stated mission of the foundation?
- Does the foundation offer workshops, webinars, technical assistance or other support for proposal development?
- Does the foundation publish an annual report or newsletter; does it have a website?
- Does the foundation employ a program officer who can help during the application process?
- Who will read and score the applications?



http://www.tgkvf.org/page.aspx?pid=384



File Edit View Favorites Tools Help



NOW





the Greater Kanawha Valley foundation

Home

About the Foundation

Programs & Initiatives

Scholarships

Grants

Collaborative Impact Community Wealth Creation Goals and Guidelines How to Apply Submitting Application TGKVF Reviewer Connect Grantee Forms

Q

Resources & Tools

The Greater Kanawha Valley Foundation is taking a systems approach to its grantmaking. The Foundation believes that community change is a result of collective analysis and vision. Its grantmaking is proactive and focused with clarity about the impact it desires to make with the bottom line being better

TGKVF 2015 Discretionary Grantmaking

outcomes for families, children, and communities. As a result, the Foundation is looking for collaborative projects that involve more than one organization or one project. The Greater Kanawha Valley Foundation believes that no single organization is responsible for any major social problem, nor can any single organization cure it.

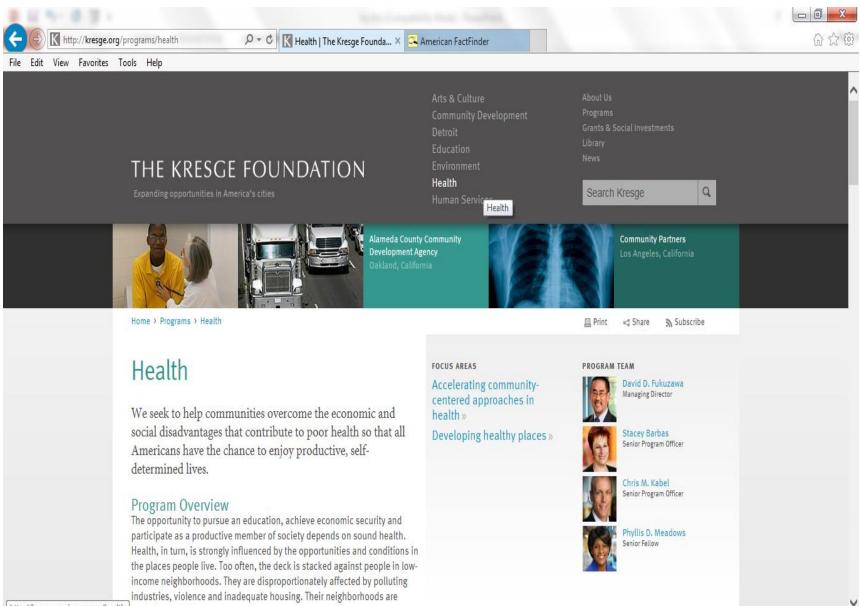
To help focus its grantmaking, The Greater Kanawha Valley Foundation has identified six root causes that it believes contribute to the major social problems in the six county region it serves. While there may be varying root causes, the six selected are those that the Foundation believes it can most likely impact. The six root causes are:

- · Weak community connections and lack of collaboration
- · Not enough strong and visionary leadership-at all levels
- · Apathetic attitudes and unhelpful cultural beliefs
- · Economic disparities and lack of a diverse economy
- · Poor health of the population
- · Underperforming education system and ill-prepared students

Consequently, The Greater Kanawha Valley Foundation has adopted three focused goals that reflect the preferred state of community. Grants should address one of the following goals:

1. Education - We are a community where students, from early childhood to

post-secondary, build the skills, knowledge, and credentials to become



http://kresge.org/programs/health underinvested.

5:42 AM

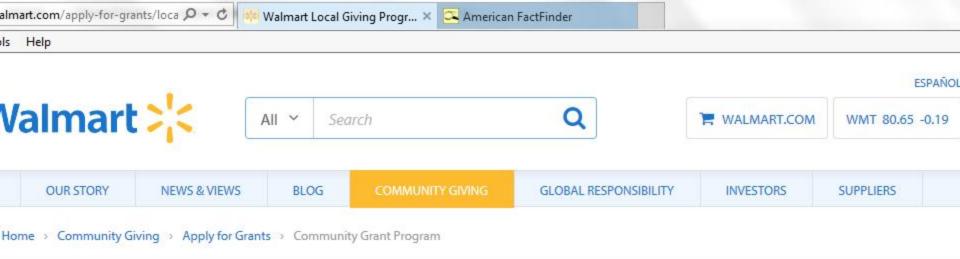
4/11/2015

A .

i al ()

Corporate Grants

- Their philanthropy is often driven by a desire for public recognition and to engage in employees issues areas
- Does the corporation have a local or regional site in our area?
- Does it issue an annual report?
- Do you need money or personnel?
- Will the corporation require you to display their logo or other commercial signs?
- Will your organization allow such commercial displays?



mmunity Giving

Our Focus

- Apply for Grants
- National Giving Program State Giving Program
- Community Grant Program
 - Community Grant Guidelines Community Grant FAQs
 - Sam's Club Community Grant Program
- Northwest Arkansas Giving Program
- Legal Department Strategic Partners Sponsorship Program
- Associate Scholarships Our Volunteers
- International Giving

ly-for-grants/local-giving



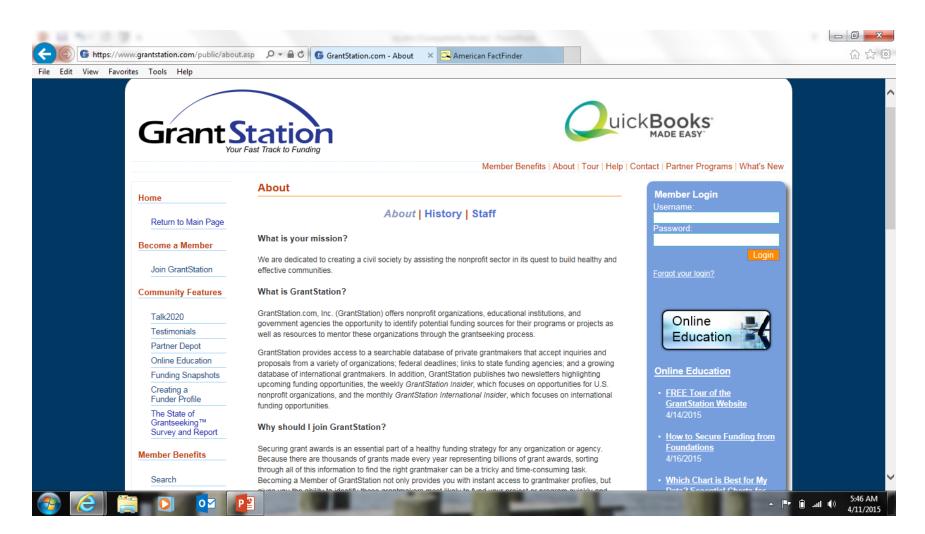
Community Grant Program

📁 in 🔞 🎖 🖂 f 🖪 Like 548 people like this. Be the first of your friends



Walmart believes in operating globally and giving back locally – creating impact in the neighborhoods where we live and work. Through the Community Grant Program, our associates are proud to support the needs of their communities by providing grants to local organizations. Related Resources
Community Grant Guidelines
Community Grant FAQs

Sample Paid Service to Research Grants



Questions

Kim Barber Tieman <u>ktieman@benedum.org</u> Jamie Jeffrey <u>Jamie.Jeffrey@camc.org</u> Jessica Wright

Jessica.G.Wright@wv.gov