Beginning Grant Writing

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POWER UP YOUR PANTRY

Interdisciplinary Center
for Food Security
University of Missouri

Housekeeping

- We are recording this!
- Please mute your mic and stay muted unless you would like to make a comment or ask a question – which you can do anytime!
- Feel free to type questions into the chat box anytime.
    - We'll address these as we go.
- Where to go for materials, assignments, additional resources:
    - https://foodsecurity.missouri.edu/power-up/power-up-your-pantry-beginning-grant-writing-workshop/
- All polls are anonymous
- **Roll Call: Please type your name and food pantry in the chat**

Power Up Your Pantry

Power Up Your Pantry is a University of Missouri program intended for food pantries and other hunger relief groups looking for ways to enhance their current operations and better meet the needs of the people they serve.

Connect with us!

Website: foodsecurity.missouri.edu/power-up/

Facebook: https://www.facebook.com/powerupyourpantry/

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facebook

Workshop Objective

Gain the skills, knowledge, and confidence to apply for small grants

Logistics

- Refer to PUYP Grant Writing Workshop Overview at https://foodsecurity.missouri.edu/power-up/power-up-your-pantry-beginning-grant-writing-workshop/

- Incentive Awards – *Must satisfy* **Participation Agreement!**
    - Participation Award = $200 for all
    - Competitive Award = at least $1000 for up to 15 groups

- Roll Call in chat feature used to keep attendance

- Class meets every other Wednesday from Noon to 1pm
    - *Office Hours* every other week (Wednesday from Noon to 1pm) or by appointment

Schedule

- **Wednesday, May 20:** Introduction to Grant Writing

- **Wednesday, June 3:** What Does a Successful Grant Application Look Like + Making Your Case with Data

- **Wednesday, June 17:** Budgets and Budget Narratives + Evaluation

- **Wednesday, July 1:** Putting the Pieces Together

- **Wednesday, July 15:** Review and Discuss Submitted Grant Proposals

Today's Objectives

- Consider why you need a grant? What type of expenses would a grant help with? What are your most pressing needs?

- Become more aware of what grants will pay for, and what grants won't pay for.

- Know the parts of a grant and the basics of good grant writing

- Understand and provide some introductory information and documents needed when applying for a grant (Cover Sheet)

- Begin the process of searching for and evaluating grants (Grant Search)

What will grants pay for?

General Operating

- Not tied to a specific program
- Supports your organization
- Can be used for salary, rent, equipment, whatever
- Holy Grail of grants

Program or Project

- Tied to specific program and its costs
- Supporting a project, not the organization
- May be used for salary, rent, equipment, but it depends
- Most common type of grant

Key Parts of a Grant

1. Cover letter or Cover Sheet (depends)

2. Abstract or Executive Summary (do this last)

3. Narrative (the guts)

4. Budget (numbers)

5. Budget Justification (words about numbers)

6. Evaluation plan (measuring your outcomes)

7. Letters of Support or Commitment (often from partners)

8. Attachments (resumes, logic model, audited financial statement, IRS Letter of Determination, etc.)

9. Forms, and sometimes more forms (federal)

Tips for Grant Writing

- Find the right grant (does it fit your mission, are you eligible)
- Read the guidelines (know the details, return to this often)
- Start early (unless you like to procrastinate)
- Get organized (relevant paperwork, partners, permissions)
- Read the guidelines (again)
- Do research and ask questions (seek clarification early)

Tips for Grant Writing

- Follow directions and answer questions carefully
  - Repeat the question in your answer; don't provide unnecessary info
- Make the need compelling (relevant to the funder, use data)
- Make your goal clear (aspirational)
- Make you objectives obtainable and measurable (under-promise and over-deliver)
- Be organized (short paragraphs, topic sentences, bulleted lists, headings and subheadings)
- Be concise (especially follow word or character limits)

Tips for Grant Writing

- Look at the proposal through the eyes of the reviewer
- Have someone review the proposal for you (co-author + outside reviewer)

Homework

- Cover Sheet (due in two weeks, June 2 by Noon)
- Grant Search (ongoing)

Questions and Discussion

Webinar Schedule

- ***Office Hours – Wednesday, May 27, Noon to 1pm or by appointment***

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Thank you for joining us!

GET INVOLVED

LIKE "POWER UP YOUR PANTRY" ON FACEBOOK.

DOWNLOAD "POWER UP YOUR PANTRY" GUIDE SHEETS FOR FREE AT: FOODSECURITY.MISSOURI.EDU/POWER-UP/

CONTACT US FOR QUESTIONS OR INPUT. WE APPRECIATE THE FEEDBACK!

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