Housekeeping

- Reminders
  - Materials, assignments, additional resources at https://foodsecurity.missouri.edu/power-up/power-up-your-pantry-beginning-grant-writing-workshop/
  - Facebook page at https://www.facebook.com/powerupyourpantry/
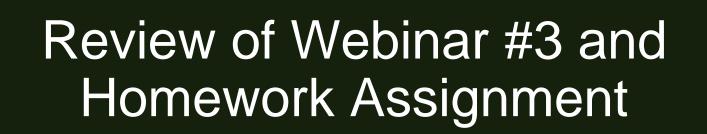 - Roll Call: Please type your name and food pantry in the chat

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facebook

The Final Stretch

- Wednesday, July 8, Noon-1pm: Office Hours, topic to be announced (use regular webinar link)

- Friday, July 10, 12pm: Competitive Award applications due
  - All homework except Grant Search homework due

- Wednesday, July 15, Noon-1pm:
  - Grant Writing Discussion and Town Hall
  - Grant Search homework assignment due

- Friday, July 17: Awards Announced (Subject to change)

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Review of Webinar #3 and Homework Assignment

- Understand the basic parts of a grant budget
- Understand what is involved in writing a budget narrative
- Give consideration to what happens after you receive a grant
- Create a budget and budget narrative for the $1,000 Competitive Award

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Breakout

- Quick, 10 minute discussion about the homework assignment
  - Introductions
  - General or specific comments about the homework
  - Was it helpful?
  - What worked? What didn't work?
  - What do you still have questions about?
- Quick, 5 minute report-out to the whole group
- I will call on people if needed

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Report-out plus Additional Homework Feedback

- Supporting documents – to include or not to include?
  - Can be okay if there is room for additional information or attachments

- Include details, but not too many details
  - Size of your refrigerator or freezer, units per case, how many people served and for how long
  - Where you got your bid/price – okay to name names
  - Be concise

- Formatting – make it easy to read
  - Use headings and put each response under each heading

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Today's Objectives

- Become aware of the role of project and evaluation plans in grant writing
- Understand the parts of project and evaluation plans
- Look at actual project and evaluation plans

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Role of Project and Evaluation Plans

- Describe, in detail, the specifics of your project and how you plan to measure success

- Used for both the grant application and grant reports

- For the funder's benefit
  - Helps them clearly see your plan
  - Provides a template for tracking your progress

- For your benefit
  - Helps you clearly define the important steps of your project
  - Provides a template for tracking your progress (if you use it!)

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The Main Parts

- Project and evaluation plans describe the following:
  - What you want to do, big picture (**Goal**)
  - The measurable changes you expect to achieve (**Outcomes** or **Objectives**)
  - The things you intend to do to meet your objectives (**Activities**)
  - When you plan to do your activities (**Timeline**)
  - Who will do your activities (**Key Staff**)
  - How you will know when your objectives are met (**Evaluation**)

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An Example Plan

- What you want to do, big picture (**Goal**)

The goal of our project is to ensure that children in our service area have access to nutritious lunches and reading improvement opportunities during the summer months.

- The measurable changes you expect to achieve (**Outcomes** or **Objectives**)

We expect to reach at least 100 school-aged children with nutritious lunches and improve their reading competency by 5 percentage points.

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An Example Plan

- The things you intend to do to meet your objectives (**Activities**)

Provide nutritious sack lunches.

Provide reading activities and tutoring.

- When you plan to do your activities (**Timeline**)

Lunches will be provided 5 days per week, from mid-May through mid-August.

Reading activities and tutoring will be provided 5 days per week, from mid-May through mid-August.

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An Example Plan

- Who will do your activities (**Key Staff**)

Lunches will be provided by Columbia Public Schools and distributed by the organization's staff.

Reading activities will be provided by the organization's Reading Specialists.

- How you will know when your objectives are met (**Evaluation**)

We will keep a daily log of unique children participating and the number of meals served.

Children will participate in pre and post reading competency surveys to determine the percent change in their reading competency

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Some Additional Parts

- Project and evaluation plans may also include:
  - A description of the need (**Need Statement**, which can include primary and/or secondary data)
  - Who the project will benefit (**Project Beneficiaries** or **Target Audience**, again, this can include primary and/or secondary data)
  - Significant collaborations or collaborators (**Project Partners**)

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PROJECT PLANNING FORM

Project Name:	

Project Coordinator:	Executive Team Oversight:

Need:

Beneficiaries:

Goal #_____:

Significant Collaborations:

	Outcomes / Objectives	Activities	How Success Will be Measured	Timetable for Activities and Evaluation
#1				
#2				
#3				
#4				
#5				

Source: imaginecolorado.org

A Basic Timeline

Activities	Year 1 (or Jan - Mar)	Year 2 (or Apr - June)	Year 3 (or Jul - Sep)	Year 4 (or Oct - Dec)
Staffing:				
Recruit	----x			
Hire	--------x			
Train		---x		
Workshop Development:				
Secure site	-----------x			
Develop agenda	-----------------x			
Invite speakers		---x		
Prepare materials		-----x		
Develop printed materials:				
Hire graphics consultant	----------x			
Develop logo	---------------x			
Design brochure		----------x		
Print brochure		-----------------x		
Evaluation:				
Collect data	-----------------x	-------------------x	----------------x	---x
Analyze data				---------x
Write final report				--------------x

Source: ctb.ku.edu/en

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Goal 2: Enable food pantry users to grow fruits and vegetables through home and community gardens

Objective 1: Distribute garden seed and supplies in order to increase the gardening activity (e.g. garden size, output, success) of 30% of people who receive seeds and supplies.

Activity/Tactics	Product (Output)	Measurement(s)	Method(s)	Responsibility	Timeline
Implement garden seed and supplies distribution	Productive gardens Fresh fruits and vegetables	# of seed packets and supplies distributed # of people served	Seed packet and participant tracking	ICFS, Food Pantry, HCRC, MUE	Q2 2013 then annually
		Baseline of gardening activity (garden size, output, success)	Preseason survey	ICFS, HCRC, CCDEI	Q2 2013 then annually
		Changes in gardening activity (garden size, output, success)	Post season survey	ICFS, HCRC, CCDEI	Q4 2013 then annually
Develop new seed and supplies program activities based on pretest/posttest results.	New program activities (activities may include starting or expanding community gardens, transplant distribution, tool distribution, creation of tool lending library, or others)	Activities developed (Y/N)	Observation	ICFS, Food Pantry, HCRC, MUE	Ongoing
Introduce new seed and supplies program activities	Gardens planted or expanded	# of new gardening materials distributed # of people served by activities	Materials and participant tracking	ICFS, Food Pantry, HCRC, MUE	Ongoing
		Changes in gardening activity (garden size, output, success)	Post season survey	ICFS, HCRC, CCDEI	Q4 2014 then annually

Goal: Build greater capacity with food pantries and food banks to improve client health and experience

Outcome Statement (Who or what is expected to change, in what way, and by how much?)	Major Project Activities (What will be done, including how much or how many?) *Multiple activities are likely necessary for each outcome	Implementation Timeline (Who is responsible to do the activities and by when?)	Progress Tracking and Evaluation (How will you know how well your activities are being implemented and if you have achieved your intended outcome?)
80% of enrolled food pantries will increase their knowledge as a result of participating in the training program.	Deliver training program to at least 4 food pantries in year one and at least 12 food pantries over the course of the project	Cohort 1 - 4 pantries by 3/1/19 Cohort 2 - 4 pantries by 9/1/19 Cohort 3 - 4 pantries by 3/1/20	Change in knowledge as demonstrated by module post-tests
	Provide technical assistance on an ongoing basis	Ongoing (MU)	Technical assistance logs (bi-annual)
	Provide ongoing communications via newsletter, website, blog, social media, or other platform	Launch by 3/1/19 (MU, HCRC)	Communications circulation (bi-annual)

Questions and Discussion

Webinar Schedule

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Please take the exit poll.

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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!

BILL MCKELVEY
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