

# Introduction to Grants: What Does an RFP Mean to Me?

Christina Raterman, Director of Advancement  
Edison State Community College  
May 2023

# What You Will Learn

- Grant Writing Overview and Process
- Elements of a Grant Proposal
- Local & Other Grants to Consider!
- General Tips
- Recent Trends

# Grant Writing Overview

- Writing a proposal takes time, research, concentration and should be a team effort.
- Stick to your expert area! Write grants for content, projects and areas which you and your team know well. Grants are reviewed by experts in the field. Assess your team and recruit members who can enhance the grant with their expertise.
- The goal is to make your grant stand out and rise above the other submissions.

# Grant Writing Process

- Research and Ask for Help:
  - Identify Needs and who is part of your team (other colleagues, administration etc.)
  - Find Prospective Grants:
    - Edison State Library is the regional host for the Funding Information Network Partner
    - Meme Marlow– Librarian/Trainer/Facilitator
    - 937-778-7959
    - [mmarlow@edisonohio.edu](mailto:mmarlow@edisonohio.edu)
    - <https://www.edisonohio.edu/Library/>
- Be prepared:
  - Develop General Proposal and Budget
  - “RFP” term → “Request for Proposals.” Read it CLOSELY!
    - Be SUPER detailed on various requirements: font size, length of narrative, letters of support, letter of intent (LOI), or any other additional information.
  - Connect with the organization/agency about the proposal beforehand to get their take and ask questions, attend any information sessions about that specific grant, review video guides, FAQ page etc.

# Grant Writing Process

- Application:
  - Use the grant's terminology!
  - Submit application before the deadline.
    - Advantages:
      - Possibility for feedback with some organizations
      - Avoid technology issues
- Receive Notification by Organization/Agency:
  - If Awarded
    - Accept or Decline Award
    - Follow up about any agreements
      - Who needs to sign?
    - Review details for reporting and submit in a timely manner
  - If Not Awarded
    - Repurpose Grant Application → possibilities for the project with other organizations?

# Elements of a Grant Proposal

1. Summary or Abstract
2. Statement of Need or Problem
3. Objectives
4. Methods and Design
5. Evaluation
6. Budget
7. Future Funding
8. Management Plan/Key Staff
9. Conclusion
10. Appendices

# Summary or Abstract

- Brief description of organization and applicant
- Concise and tight description of grant including problem to be solved
- Tight description of what is to be achieved.....product/outcome
- Outline of activities
- General budget expectations.....amount being asked for the grant

# Statement of Need or Problem

- Describe the problem....why the grant is needed
- State the needs of the target population
  - qualitative and quantitative
  - utilize the various areas your organization serves.
  - Example: Edison State serves Darke, Miami, Preble, and Shelby Counties which all are very socio-economically diverse
- Describe what the impact of the grant will be
  - state the solution that the grant will provide
- Utilize potential partnerships!
  - Other non-profits, businesses, colleges, school districts, etc.



# Objectives

- Clearly state the objectives of the grant
- Make them specific, measurable, achievable, realistic and time sensitive
- Two to three objectives are enough
- Pending the application requirements, you may also be asked to write goals which should be at a broader level than the objectives

# Methods and Design

- Describe how objectives will be met
- Repeat what the grant will provide...consistent repetition is good
- Who will do what:
  - Who is part of your team?
  - And are they on board with their role, should the grant be awarded?
- When will it be done?
- Where will it take place?
- How will it be done?
- Be specific and provide research which supports the effort
  - Census data, organizational data, local etc.
- Pending the grant application, a timeline or Gantt chart may help

# Evaluation

- How will accomplishment of the objectives of the grant be determined
- Quantitative or Qualitative...measurable metrics are good
- State the measures clearly
- How will you measure?
- Who will measure?
- When will you measure?
- When is reporting due?

# Budget

- Develop budget to address all needs discussed in objectives
- Provide details to budget with written narrative if requested
- Spend quality time correlating the budget to the grant proposal repeating terminology used throughout the grant proposal
- Check and recheck all budget numbers and calculations
- Provide justification

# Future Funding

- Describe how the grant will be supported after the funding period ends (both financially and operationally)
- Some grants may not need future funding, if this is the case, address why this would be true
- Most grants do not provide funding to supplant allocations in your annual operations budget

# Management Plan and Key Staff

- List the key staff members of those involved with the grant identifying the principal/lead, members, and financial manager
- List all staff members working on the grant
- List advisory type individuals, if applicable
- List evaluators (internal or external)

# Conclusion

- Brief paragraph to restate why the funds are needed and what will be accomplished
- The conclusion should match the Introduction, Statement of Need or Problem and Objectives
- This should be the 30 second elevator speech/story telling describing the project

# Appendices

- Provide required documents from application
  - Such as letters of support (organizations/businesses who share their support of your project/organization about this endeavor)
  - Financial statements
  - List of Board Members
- Check to see if appendices count as part of any limitation of length of application
  - If not, use it to provide information which may not have fit into the application
  - Examples: pictures, excel sheets of additional data etc.



# Local Grants

## Darke County Foundation

- Annual: Applications available May 15 and due June 30, 2023
- Website: <https://www.darkecountyfoundation.org/grantinfo>

## Miami County Foundation

- Spring due February 28, 2023
- Fall due September 10, 2023
- Website: <https://www.miamicountyfoundation.org/grants>

# Local Grants

## Piqua Community Foundation

- Semi-Annual Grant Review Cycles
- March 31, 2023 AND September 30, 2023
- Website: <https://piquacommunityfoundation.org/grants/>

## The Community Foundation of Shelby County

- Available during two cycles a year
- Preliminary proposals due:
  - January 19, 2023
  - August 3, 2023
- Website: <https://commfoun.com/grants-scholarships/grants/apply-for-a-grant/>

## Sidney Shelby Chamber of Commerce

- Due annually (Typically in mid-October).
- Website: <https://www.sidneyshelbychamber.com/chamber-foundation.html>

# Local Grants

## Tipp City Foundation

- Meets and reviews applications quarterly:
  - Feb. 15<sup>th</sup>
  - May 15<sup>th</sup>
  - August 15<sup>th</sup>
  - November 15<sup>th</sup>
- Website: <https://tippfoundation.org/how-to-apply-for-a-grant-tipp-city-foundation/>

## Troy Foundation

- February 15<sup>th</sup> (For review in March)
- May 15<sup>th</sup> (For review in June)
- August 15<sup>th</sup> (For review in September)
- November 15<sup>th</sup> (For review in December)
- Website: <https://thetrovfoundation.org/grants>

## Others

- Such as United Way!

# Other

- Various companies through their foundations such as Panera Bread, Chipotle, Fifth Third Bank and more! Explore!
  - Example of Panera Bread:
    - <https://www.panerabread.com/en-us/panera-foundation/our-focus.html>
    - <https://www.panerabread.com/content/dam/panerabread/integrated-web-content/documents/panera-foundation-2023-grant-winners.pdf>

# Other

- Department of Labor
  - <https://www.dol.gov/grants>
- National Science Foundation
  - <https://new.nsf.gov/funding/industry>
- National Endowment for the Humanities
  - <https://www.neh.gov/grants>
- National Endowment for the Arts
  - <https://www.arts.gov/about/what-is-the-nea>
- Ohio Department of Education
  - <https://education.ohio.gov/Topics/Finance-and-Funding/Grants-Administration/Grant-Opportunities>

# General Tips

- Always read the grant application in its' entirety highlighting and taking notes for the requirements. Read the instructions again and again!
- Reiterate the terminology from the grant application questions.
  - If they ask about key partners, state “key partners” in your response.
- Cite your work!
- Reread your entire proposal and have another read it as well.
- Submit early.
- For implementation:
  - Review your application to stay on task with timelines, goals, and reporting.

# Recent Trends

- From Fundraising Leadership, Fall 2022 Article by Gauri Manglik
  - <https://fundraisingleadership.org/grant-writing-trends/>
- Some highlights:
  - More and more funders are moving to online portals
  - Corporate giving appears to be rising
  - Commitment to Diversity, Equity, and Inclusion

# Thank You and Best Wishes!

[craterman@edisonohio.edu](mailto:craterman@edisonohio.edu)

937-778-7969