

## grant writing 101

- Grant writing takes time, most of your time will be spent on planning out the grants, researching, and getting required documents
- It is important to apply for grants where your organization and the granting organization have overlapping visions and areas of interest
- Look at what's been funded before and by who
- Create a grant team to break up the responsibilities
- Engage and get to know the grantor, they like getting questions and assisting

### project pre-planning (2 weeks)

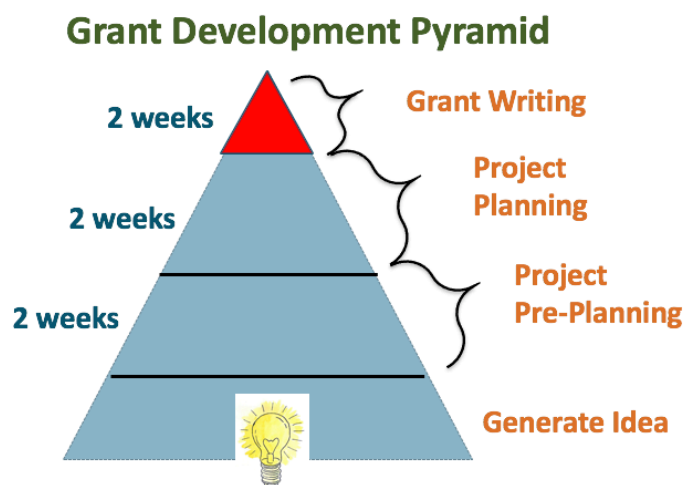
- Read through strategic plan of granting organization to see what current priorities they are developing.
- If grant support letters are needed from stakeholders or community supporters, request the letter at least 4 weeks prior to the grant deadline. Consider drafting a support letter, to streamline the process, for your stakeholders.
- For all signage grant requests, you must have site approval/permit from the site owner. Request approval letter well in advance. Permitting requirements must also be approved in writing by all local jurisdictions.

### project planning (2 weeks)

- Take the time needed for planning
- Site Approval/Permitting: Capital projects require preliminary drawings showing site locations.

### grant writing (2 weeks)

- Site Approval/Permitting: Make sure all Letter(s) of Approval and permitting letters are received, scanned and available to upload in digital form.



## your grant should include

**Needs Statement:** Pre-existing condition that needs changing “the conflict that compels the reader”  
An effective needs statement includes both “big picture” ideas and “attention to detail”

**Project Description:** Your project description should tell a story that solves the conflict and the need presented by your organization.

**Outcomes:** Express the change that will happen because of the project

**Outcomes:** How will you positively affect the world and change lives? How will the future look “happily ever after”? Start with a verb (increase, decrease, expand access to...)

Make sure your outcomes are measurable

**Example:** Increase tourism during the shoulder season by 15%. Increase visitation to your attraction by 10%.

## sustainability

**Financial Plan:** Do you have a plan to sustain your project well into the future?

**Staffing Capacity:** What capacity does your organization have to sustain these new efforts?

**Unmet Need:** Will the need continue? What leads you to believe this?

**Community Partner:** How will community support/partnerships build to decrease your reliance on grant funding?

In what ways does this project strive to promote diversity and inclusion (accessibility, minority populations or underserved visitor segments)? Who doesn't currently attend or visit? How could you plan to change this?

Describe how this project showcases a public/private partnership with Oregon-based small businesses. Support from City, County, Tribal government, businesses, nonprofit organizations, etc.

### Example Grant Budget

	[Organization]				
1	[Project Title]				
2	INCOME				
3		BUDGET		Actual	
4		Cash	In-Kind	Cash	In-Kind
5	[Grantor] Matching Grant	\$10,000.00			
6	OTHER INCOME				
7	INCOME 1	\$5,000.00			
8	INCOME 2	\$5,000.00			
9	INCOME 3	\$5,000.00			
10	INCOME \$	\$5,000.00			
11	INKIND INCOME	\$0.00	\$5,000.00		
12	SUB TOTAL INCOME	\$30,000.00	\$5,000.00	\$0.00	\$0.00
13	TOTAL INCOME	\$35,000.00		\$0.00	
14					
15					
16	EXPENSES				
17	LINE ITEM	BUDGET		Actual	
18		Cash	In-Kind	Cash	In-Kind
19	1	EXPENSE 1	\$12,000.00		
20	2	EXPENSE 2	\$8,500.00		
21	3	EXPENSE 3	\$4,500.00		
22	4	EXPENSE 4	\$5,000.00		
23	5	INKIND EXPENSE 1		\$5,000.00	
24	6				
25		SUB TOTAL EXPENSES	\$30,000.00	\$5,000.00	\$0.00 \$0.00
26		TOTAL EXPENSES	\$35,000.00		\$0.00
27					

## grant writing tips

- Thoroughly read the grant guidelines, if you don't understand any part of the guidelines reach to the grant administer to answer your questions.
  - Be sure you fully understand everything you need to submit to be considered - competitive grants use incomplete applications as a form of weeding out what a grant funding committee needs to review for funding.
  - Follow the submission rules as defined by the guidelines, don't ask for exceptions.
- Don't let your passion bury your project goal
  - A grant review committee knows you work hard for your organizational mission, but don't let your passion take away from the need your project is working to address.
  - The most convincing applications list a problem or need, how your project addresses that need and how you'll clearly measure how you solved that need.
- Be sure to ask for support letters early and ask for more you than you need to make sure you have the amount required for applying.
  - A good support letter clearly shows a good working relationship between the entities and support of the project goals being defined in the application
  - An applicant can draft a letter to assist the support entity, or at least put a clear scope of work project goals in your request to help the other agency write a good letter of support
- If you are not awarded a grant, ask the grant administrator how you could have improved your application to receive funding.
- If it is your first time writing a grant, attend a grant writing training or reach to a grant writing consultant. A consultant can help coach on how to craft your application.

### Direct questions to:

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