

Grant Writing

It is a process, not a project.



Blanche Davis Moore Foundation
Second Annual Grant Distribution Meeting
Friday, January 18, 2019, 10:30 a.m.

Congratulations!



You are **ALL** winners!

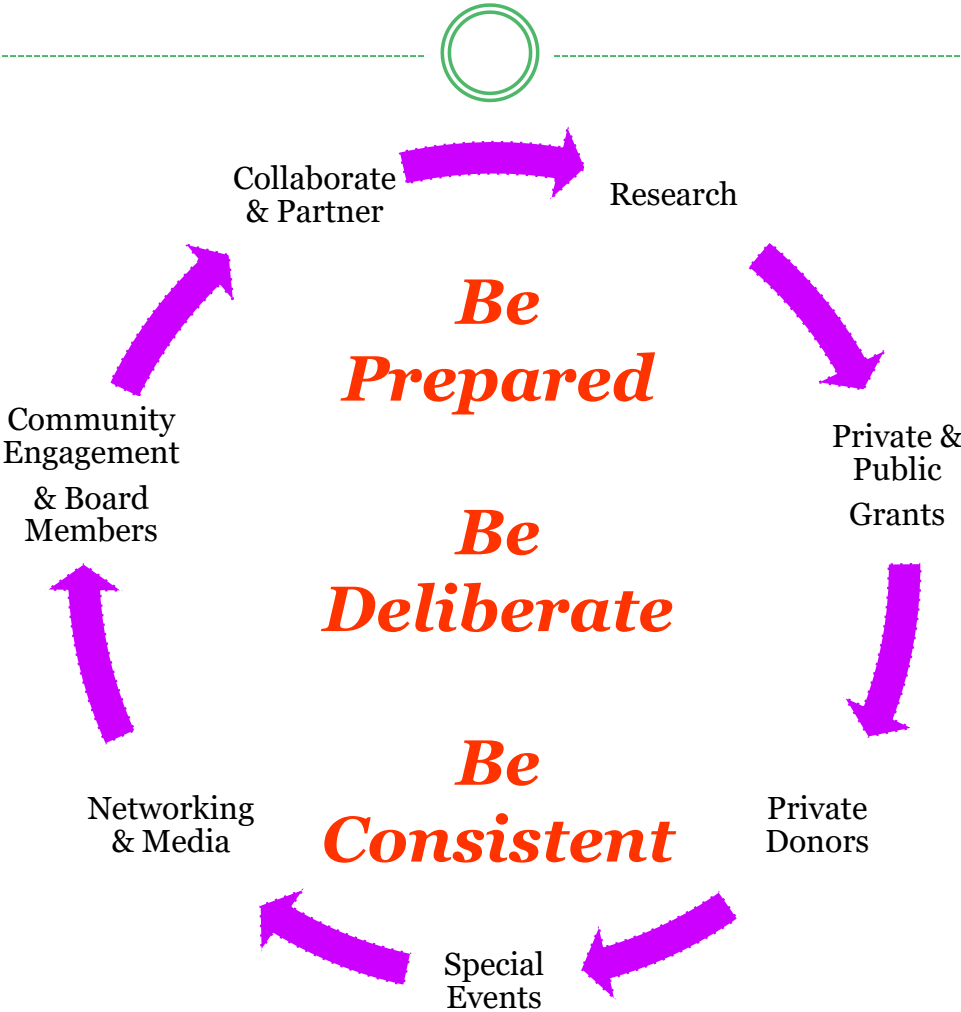


Sheryl Robinson McMillan



- Nearly **25 years** of experience.
- Raised **\$80 million** from a wide array of sources- U.S. Department of Housing and Urban Development, Health Resources and Services Administration, National Science Foundation, National Institutes of Health, Texas Higher Education Coordinating Board, Texas Department of State Health Services, State Energy Conservation Office, Texas Department of Housing and Community Affairs, the Federal Home Loan Bank, Texas Veterans Commission, various City governments, and numerous private corporations and foundations.
- Works closely with private, for-profit corporations in responding to requests for proposals and winning **multi-million dollar contracts.**
- **What's in a name?**

It is a process, not a project.



Be Prepared



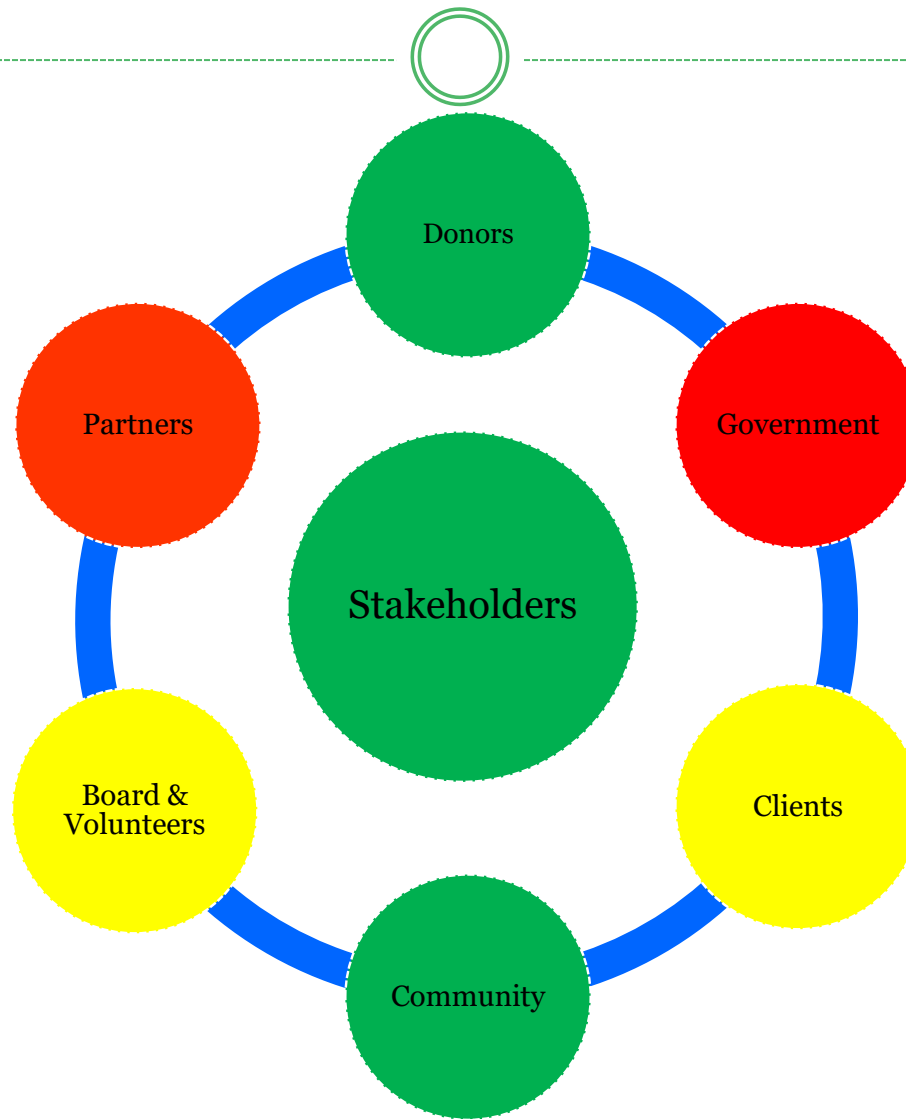
Vision, Mission, Goals, Action Plan



- Vision
Big Picture
- Mission
Definition
- Goals/Objectives
Measurable
- Action Plan
Logical steps



Know Your Stakeholders



Identify Specific Needs



- What does the agency need to operate at capacity?
- Wish list of necessary operational and capital needs with associated costs.
- Identify your wants vs. your needs.
- Be reasonable.



Be Deliberate



de·lib·er·ate
[deliberate]

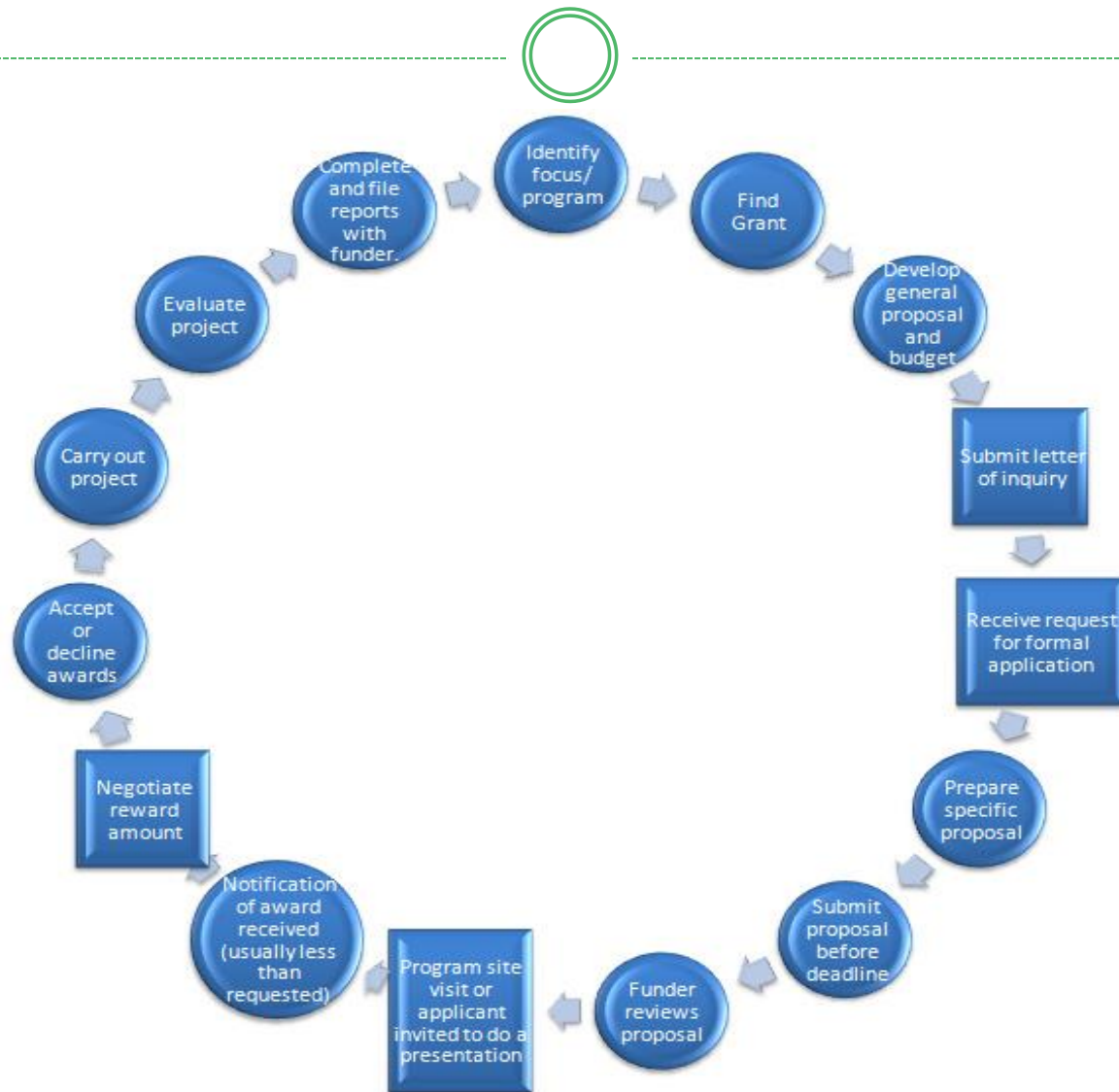
Adjective:

done consciously and intentionally.

Synonyms:

intentional · calculated · conscious ·
done on purpose · intended

Lifecycle of a Grant



Organizational Profile



A. Mission Statement

B. Goals/Objectives

SMART Specific, Measurable, Attainable, Realistic, Timely.

C. Vision

D. History of Organization

E. Current Activities including number served

Duplicated vs. unduplicated

F. Organizational Budget

Revenue **and** expenses

Project / Program Profile



A. Problem Statement / Need

B. Project Description

C. Goals / Objectives

SMART Specific, Measurable, Attainable, Realistic, Timely

D. Work plan

Timeline/Responsible Party/Action Steps

E. Evaluation

F. Project / Program Budget

G. Architectural Renderings / Photographs / Maps

Support Documentation



A. Board of Directors

(officers, name, address and telephone, profession, race, gender)

B. Key Staff Resumes

C. Tax Exempt Status

D. Letters of Support / Cooperative Agreements

E. Form 990

F. Audited Financial Statement

It is All in the Details



- Identify project. (operating vs. project/program vs. capital)
- Familiarize yourself with the funder.
- Network with funder, if permitted.
- **READ THE INSTRUCTIONS.**
- **FOLLOW THE INSTRUCTIONS.**
- Make an outline.
- Think like a grantor and not like a grantee.

It is All in the Details



- Speak the language of the funder.
- Use consistent terminology.
- Write for a lay reviewer. Do not assume prior knowledge.
- Do not use acronyms.
- Follow logical steps.
- Don't try to be all things to all funders.

Be Consistent



IF YOU ARE PERSISTENT, YOU WILL GET IT.

2019 Calendar

Calendarpedia
Your source for calendars

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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March						
Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1 2 3 4 5 6
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May						
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26	27	28	29	30	31	

June						
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23	24	25	26	27	28	29
30						

July						
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August						
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September						
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October						
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November						
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December						
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22	23	24	25	26	27	28
29	30	31				

Federal Holidays 2019

Jan 1	New Year's Day	May 27	Memorial Day	Oct 14	Columbus Day	Dec 25	Christmas Day
Jan 21	Martin Luther King Day	Jul 4	Independence Day	Nov 11	Veterans Day		
Feb 18	Presidents' Day	Sep 2	Labor Day	Nov 28	Thanksgiving Day		

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IF YOU ARE CONSISTENT, YOU WILL KEEP IT.

Consistency is the Key



- *“I want one of those renewal grants.”*
- Network. Be informed.
- Keep an annual schedule.
- Follow up with reports/progress.

- *“A rising tide lifts all boats.”* – John F. Kennedy
- Strengthen your team.
- Write thank you notes.
- Host events.
- People give to people.

- *“The whole is greater than the sum of its parts.”*- Aristotle

Questions and Answers



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