



Introduction to Grant Writing Quick Tips to Get a Grip

Preparation

Finding the Right **FIT**: Matching Your Project with the Right Funder/Opportunity

Funds Amount, restrictions, use

Intention Mission of sponsor, your goals,
project objectives

Timing When is the deadline?
What is the funding period?
When will payments come in?

Preparation

Is My Project
Is Fundable?

Bad idea	+	Bad proposal	=	NOT FUNDABLE!
Good idea	+	Bad proposal	=	USUALLY NOT fundable
Bad idea	+	Good proposal	=	SOMETIMES fundable
Good idea	+	Good proposal	=	FUNDABLE!

Preparation

Are You Ready?

- Is your organization eligible to apply?
- Is your project supported by your Administration, collaborators, community partners, etc.?
- Do you have signed Letters of Commitment from partners?
(NOTE: not support, but *commitment*)
- Do you have necessary organization and community data?

Preparation

Are You Ready?



Do you have all required financial, demographic, and statistical data and documents?

- IRS Tax Determination Letter
- Mission Statement
- Organization History and Scope
- List of Board of Trustees
- Organizational Budget, Audit documents

Preparation

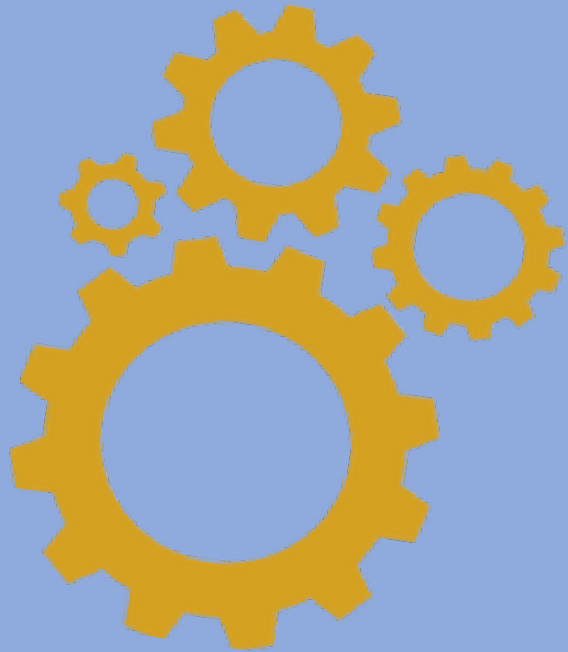
TIP: Read the Sponsor's guidelines carefully and follow them exactly.

Every grant opportunity has
DIFFERENT priorities,
instructions, requirements,
deadlines, etc.



Writing Your Grant Proposal

Parts of a Grant Proposal



- Executive Summary
- Statement of Need/Significance
- Project Description
- Project Budget
- Organizational Information

(Or not...)

Executive Summary



- “Elevator Pitch”—summary of entire proposal
- Should be brief, thorough, and non-technical
- Essential points of each section
- Don’t be shy about the money
- Could stand alone. Possible that reviewers will decide based on this section
- Write this section last

Statement of Need/Significance

What community, organizational, or research need does your project address?

What is the situation?

Evidence: What problem exists and how did it arise? What evidence (stats, studies, statements) documents the problem?

Who's at risk?: Who suffers because of this problem? How can you describe them (demographics, number, location)?

Project Description

How does your project meet the need or address/solve the problem?

- What happens during your project? When?
- Staff? Collaboration? Replicability?
- How will you evaluate the results? (Numbers!)
- Be specific and paint a picture

Goals and Objectives

Goals are:

Overarching principles that
guide decision making;
Achievements & aspirations

Objectives are **SMART**:

Specific

Measurable

Achievable/Assignable

Realistic

Time-bound



Goals flow logically from your Statement of Need.
All Objectives support their Goal.

Goals and Objectives

Goal: Increase students' understanding of Indiana's natural environment

Objective 1: Conduct field trips to different ecosystems

Objective 2: Increase environmental content in classroom activities

Are these Objectives **SMART**?

Goals and Objectives—Revised

Goal: Increase students' understanding of Indiana's history and government

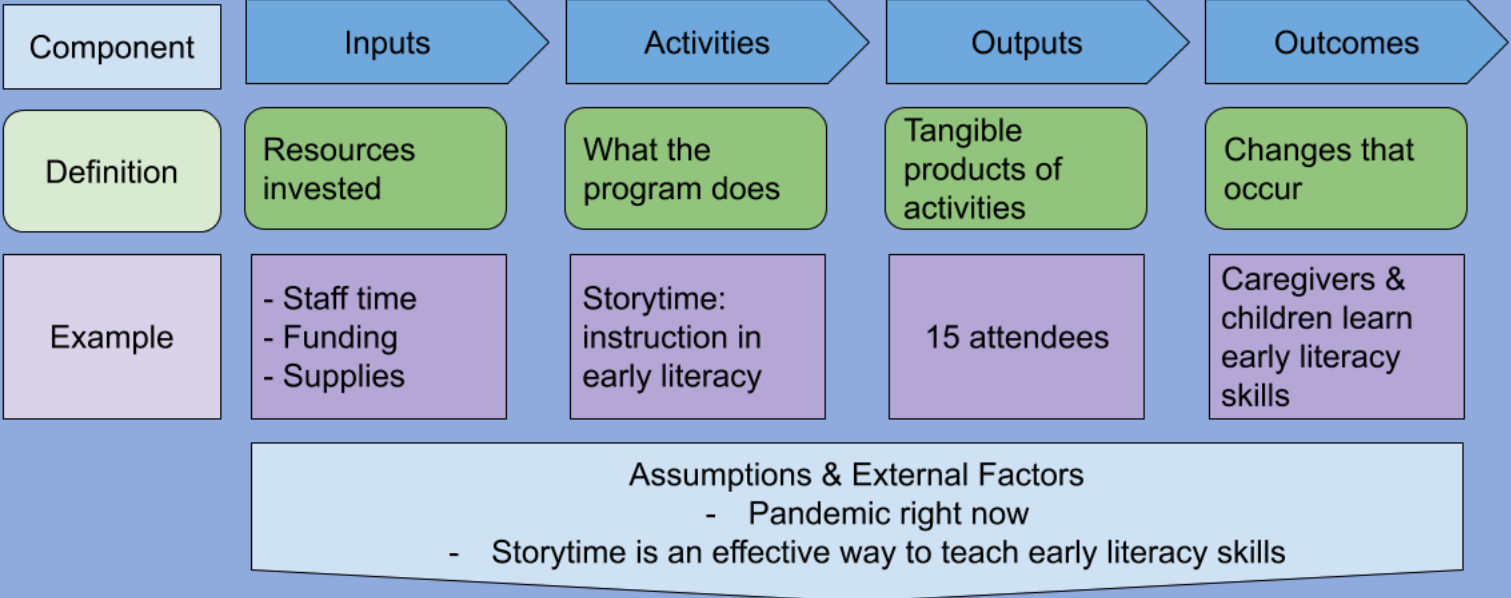
Objective 1: Conduct a field trip for 50 Longfellow Elementary School students to the Craddock Wetlands on March 3, 2026

Objective 2: Involve 20 Grissom Elementary School students in a half-day tree identification workshop in Christy Woods on March 4, 2026

Objective 3: Buy six copies of NASA's space science curriculum by May 1

Goals flow logically from your Statement of Need.
All Objectives support their Goal.

Logic Model



A Logic Model is a systematic and visual representation of how your project works, the resources needed, and benefits achieved.

--Library Research Service

Approach/Methods/Timeline

Timeline		2026	2027			2028	
Project Name		Aug-Dec	Jan-May	Jun-Jul	Aug-Dec	Jan-Apr	May-Aug
Phase 1.	Preparation						
	Develop Action Plan						
	Secure funding						
	Hire staff						
Phase 2.	Implementation						
	Activity 1						
	Activity 2						
	Evaluation data						
Phase 3.	Follow-Up						
	Analyze data						
	Final report						

- How will your project progress over the grant period?
- Describe activities in detail-- a recipe or roadmap
- Develop a time and task chart

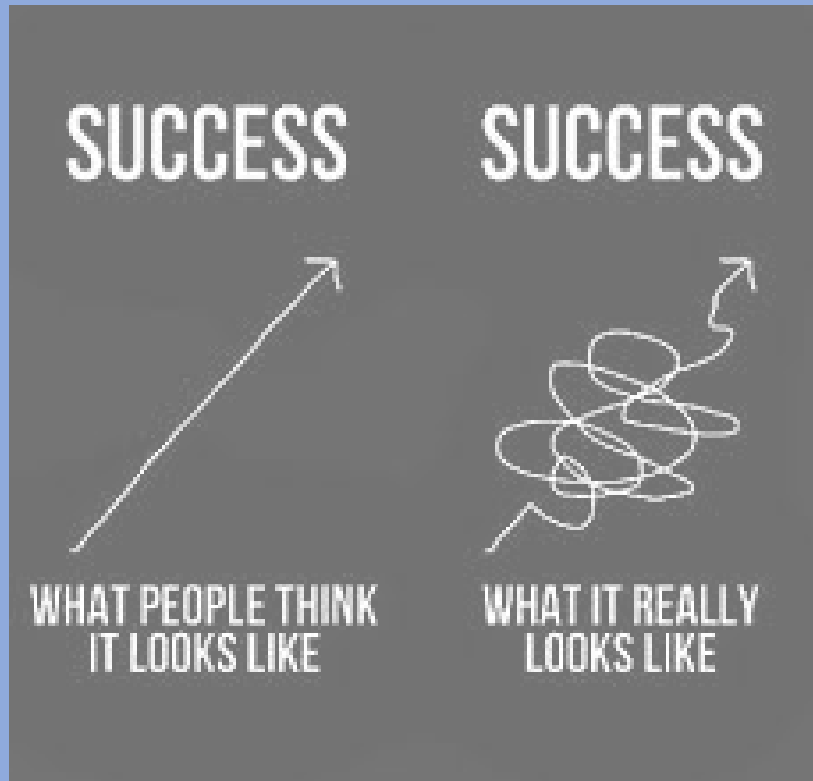
Evaluation/Contingency Plan

How will you evaluate the success of your project and demonstrate it to your funder?

How will you track data?

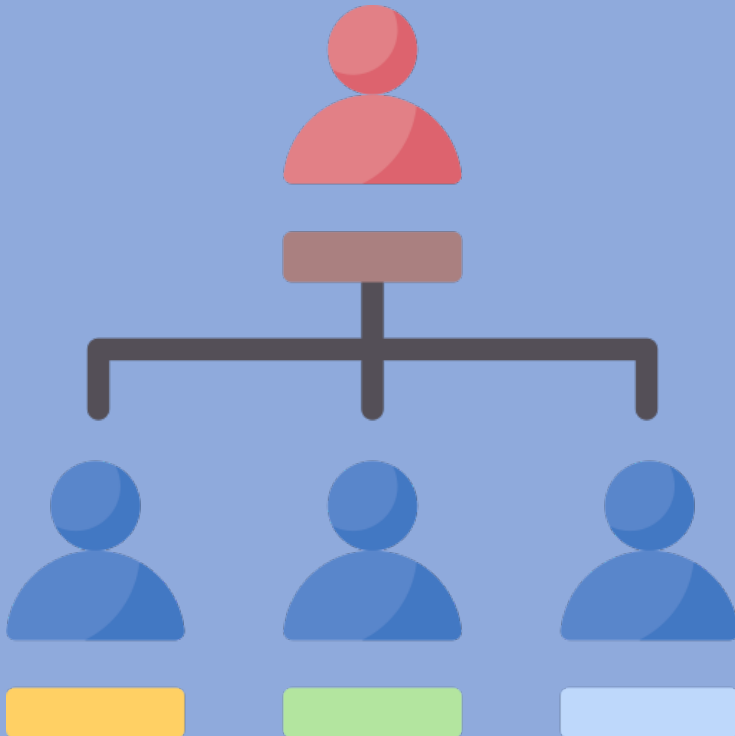
- Quantitative/Qualitative
- Forms
- People

Plan B: What happens if things don't go as you planned/outlined in your proposal?



Organization Information

Demonstrate that you are reputable and capable of carrying out the project successfully.



- History in the community
- Relationship to project audience, clientele, beneficiaries
- Facilities and services
- Team and qualifications

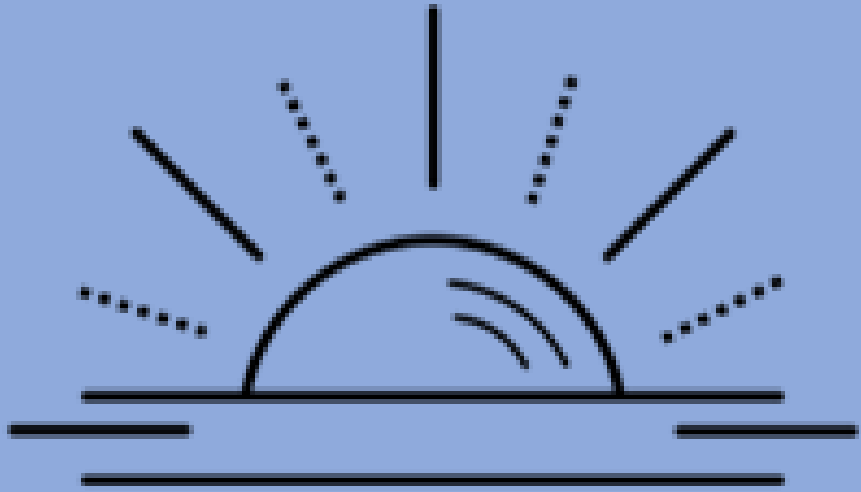
Qualifications of Personnel

Demonstrate that you are reputable and capable of carrying out the project successfully.



- Who will carry out the project/do the work?
- What makes them qualified?
- Why is yours the team to solve this problem?
- Highlight successes and track record
- Summarize—cite only what is relevant

Sustainability Plan



- Is the project finite or ongoing?
- How can it become self-sustainable?
- Will other funders like it?

Appendices

- IRS Tax Determination Letter
- Financial documents
- Board and staff
- Supporting materials (timeline, logic model, maps, demographics, CVs/biographical sketches)
- Letters of Recommendation vs. Letters of Support vs. Letters of Commitment
- Additional materials (videos, brochures, media)

Budget and Justification

- Relate budget to objectives
- Think **CATEGORICALLY**
- What would be **IDEAL**?
- What is absolutely **NECESSARY**?



== If it's in budget, it should be in the narrative. ==
== If it's in the narrative, it should be in the budget. ==

Detailed Budget

	Requested	In-kind/Other Funder	Total Costs
Personnel			
Project Leader (50% x \$20,000)	\$10,000		\$10,000
Assistant 1 (75% x \$10,000)	\$7,500		\$7,500
Fringe			
Project Leader: FICA, Health, Pension (20% of requested wages)		\$2,000	\$2,000
Supplies			
Laptops (10 x \$500)	\$5,000		\$5,000
Microphones (10 x \$100)	\$1,000		\$1,000
Travel			
(1,000 mi. x \$0.44/mi.)	\$400	\$40	\$440
Space			
Rent (50% x \$1,000)	\$500	\$500	\$1,000
Utilities (50% x \$200)	\$100	\$100	\$200
TOTAL PROJECT COST	\$24,500	\$2,640	\$27,140

TIP: Relax. Your project team can include “word people” and “number people.”

Narrative Budget

TIP: Relax.
It's a big
Story Problem.



Personnel. The Project Leader earns \$50/hr, working 10 hrs/day for 20 days. Two Assistants are paid \$10/hr and will work 5 hrs/day for 20 days.

Project Leader	\$10,000
<u>Assistant I & Assistant II</u>	<u>\$2,000</u>
Total Personnel	\$12,000

Budget Justification

- Budget Narrative \neq Budget Justification
- A credibility statement of the project narrative
- Relate project budget to objectives

Budgets = NO SURPRISES--EVER

Costshare/Matching



- Your organization shares in the cost of the project
- Is costshare required? At what level?
- Double-check: If an item is not ALLOWABLE in the Sponsor's budget, then it is not ALLOWABLE as costshare

Golden Rules



- It's the funder's money. Do what the guidelines say. Don't give reviewers a reason to put you in the "No" pile.
- Think (and write) like a reviewer: clarity, organization, and "the fit."
- Anticipate the reviewer's questions and answer them.

Golden Rules

Edit and Proofread



Credibility of organization

Wait 1-2 days

Involve outside readers

Clarity and accuracy

Write for your audience

Revise and rearrange

Reduce

Prospecting for Opportunities--Local

Community Foundation of Muncie & Delaware County

- General and Dedicated funds

Ball Brothers Foundation

- Rapid Grants
- General Grants

Hamer D. and Phyllis C. Shafer Foundation

- Quarterly

George and Frances Ball Foundation

- Quarterly

TIP: Talk to a **Program Officer** about your project for advice on alignment, timing, and project development.

Prospecting for Opportunities--Local

Muncie Altrusa

Sherman and Marjorie Zeigler Foundation

Corporate contributions programs

Research: Candid funder database at Maring-Hunt Library

- Online training video on using the database

Guidelines—Bell Grant

Robert P. Bell Education Grant Guidelines

The Robert P. Bell Education Grant program was established in 1992 as a memorial to former Foundation board member Robert P. Bell, whose lifetime interest was demonstrated by his career as an educator and former president of Ball State University.

Bell Grants are awarded from \$50 to \$600 for creative and innovative projects focused on any subject area. Preference is given to projects implemented during the regular school day; extracurricular projects will be considered if they are curriculum-based. Grants are awarded to teachers and counselors with innovative ideas, programs, or classroom projects that are designed to stimulate student learning. Projects must be project-based and clearly linked to a specific classroom unit or lesson.

Bell Grants are not eligible for religious-based projects, transportation fees, field trip fees, and speaker fees. Grants will not be awarded for projects that are already started or completed. Bell Grants are not awarded to purchase book sets, videos, kits, and classroom equipment that are not integral to a classroom lesson.

Kindergarten through 12th grade teachers and counselors working in Delaware County schools including special education teachers, itinerant teachers, and counselors are eligible to apply. Teachers must be working in accredited public schools, nationally recognized accredited private schools, or charter schools in good standing to be eligible for grants. Small groups of teachers may submit one application for joint projects, but group applications are subject to the \$600 limit.

There is no limit to the number of applications a teacher may submit in each grant cycle or in a year. Applications are reviewed anonymously by a committee of teachers representing each school district in Delaware County. A detailed project budget is required for each application, and a budget template is provided with the online application. Applicants are notified of decisions no later than 21 days after the deadline. If awarded, grant money is sent directly to the applicant's school system within 30 days of the deadline. Grantees should follow their school system's procedures for purchases or reimbursements.

Grantees with remaining funds more than \$50 must return the unused funds to The Community Foundation of Muncie & Delaware County. A post grant report is required once the project is complete. The post grant report is available in the grantee's applicant dashboard in the Foundation's online grants system.

The Foundation operates without discrimination as to age, race, religion, gender, national origin, sexual orientation, disability, or that perceived as a disability in the consideration of grant requests. Likewise, the Foundation does not knowingly support programs that negatively discriminate based on the aforementioned factors.

The Foundation does not make grants to individuals, for religious purposes, for political activities, for reduction of debt or excessive budget deficits, for travel expenses, for fundraising specific events or projects, for contributions to endowments or for specific program or project expenses that are already covered by planned tax distributions received by a government agency for current year state approved budgets. The Foundation does not typically award to statewide (IN), out of state or national organizations unless the monies are to be used solely to benefit citizens of Delaware County, Indiana. The Foundation does not award grants that provide direct benefit to a donor or donor's family.

Procedures

- Applications are submitted in the online grants system at <http://bit.ly/2qY1Ofv>. Applications are due by 11:59 pm September 1, November 1, February 1, and April 1.
- Grants are available from \$50 to \$600.
- Applications should not contain any identifying information in the Project Description section. Use the Co-Applicants field to include information about additional applicants.
- Applicants must use the Bell Grant Budget Template provided with the application.
- Applications will be reviewed by the Bell Grants Committee, a committee of teachers appointed by superintendents that makes recommendations to the Board of Directors for final approval.
- Grant recipients are required to submit a post-grant report at the completion of the project.

The Community Foundation of Muncie and Delaware County, Inc. Board of Directors reserves the right to alter this policy at any time to meet the needs of the community.

Application—Bell Grant

Project Information

The Robert P. Bell Education Grants process is **completely anonymous**. Therefore, do not include any identifying information (any information that could identify a specific educator, school, or school district) in this section. Applications with identifying information in the project information section may be returned to the applicant for edits, or may be disqualified.

Project Name*

Please provide your project title (e.g. Storytelling with Legos; Science Buddies: Magic with Mirrors, etc.). Character Limit: 100

Amount Requested*

Please provide the amount requested for your proposed project. The Amount Requested should be equal to or less than the "Total Project Cost". The request **maximum is \$600**.

Total Project Cost*

Please provide the total amount it will cost to implement your proposed project.

Partial Funding*

Will you accept partial funding? **Choices**. Yes. No

Grade(s) Served*

Grade(s) that will be served numerically (separated by commas or a dash if more than one grade is served). Use the letter **K** for Kindergarten. (e.g. 1, 6-8, 11, or K-12)

Students*

Number of students initially served by this project. If the project will be shared later with additional students or the public, please add details.

Subject(s)*

Subject(s) that will be taught. If your subject has a specialty designation, include that in the Project Description. **Choices**. (Art/Music, Counseling/SEL, English/Language Arts, Foreign Language, Math, Physical Education/Health Science, Social Studies (History, Government, Economics, etc.), Special Education, Cross-Curricular (one or more subjects), Other

Project Start Date*

Date you plan to begin your project (estimate if necessary)

Project End Date*

Date you plan to finish your project (estimate if necessary)

Project Description*

• Describe your project. How is it **creative or innovative**? How will it **impact student learning** in the classroom? **AVOID INCLUDING IDENTIFYING INFORMATION**. **Please keep in mind the goals and purpose of the program**. The full Robert P. Bell Education Grant Guidelines can be viewed [here](#). Click [here](#) to view an example... Character Limit: 2500

Measure Success*

• Include **quantitative details** such as the number of students participating AND **qualitative details** such as students improved knowledge or growth in skills. **Use phrases such as**, "After the lesson(s), students will be able to...", or "students will exhibit skills in...", or "students will know..." Click [here](#) to view an example of a past Bell Grant application. Character Limit: 2000

Project Budget*

The budget template is available as an Excel document, or as a Google Sheet that can be copied to your Google Drive. In the budget template, please describe the materials needed, and manually enter the quantity and cost per item. The item total and project total will be **calculated automatically**. Do not include identifying information on your project budget. Click [here](#) to download.... Complete the budget and then upload below when completed. If you have any trouble with the project budget template, please **email grants@cfmdin.org** for technical assistance. File Size Limit: 10 MB

Supplemental Information

List any additional information about your project such **as links to items** you plan to purchase, **inspiration boards** for your project development, or **photos** you upload. Remember to avoid any identifying information. Character Limit: 5000 | File Size Limit: 2 MB

School Information

Robert P. Bell Education Grants are reviewed anonymously. While this section is required, it is only visible to The Community Foundation staff.

Co-Applicants

Please list any additional educators and their emails who should be recognized for this application. The Community Foundation will use this for publication purposes. Character Limit: 400

School Building*

School Principal*

Principal's E-mail*

After the Submission: Funder Says “No”



- Don't take it personally (unless you should)
- Ask for feedback
- Ask about a future submission—remember the “fit”?
- Take a deep breath and look elsewhere

After the Submission: Funder Says “Yes”



- Send a thank you letter
- Keep your funding partner informed
- Keep your eyes on the next proposal

Get a Head Start...

Concept Paper

[Project Title]

Introduction to Funder.

Need.

Project Description.
Goals and Objectives

Methodology.

Benefits/Target Population.

Resources and Personnel.

Budget.

Contact Information

Key Words

Develop a Concept Paper!

What?

- Develop your ideas, especially Goals and Objectives
- Develop your budget
- Identify and confirm partnerships
- Research pesky statistics ahead of time
- 2-3 pages + budget

Why?

- Relieve stress
- Save time when time is short
- Better product
- Let Donna do a lot of the work
- Have a professional summary to show funders



Go
Get
'Em!