10 GRANT WRITING MISTAKES WE DON'T WANT YOU TO MAKE

by Kaine Riggan

TRIANGLE NORTH HEALTHCARE FOUNDATION

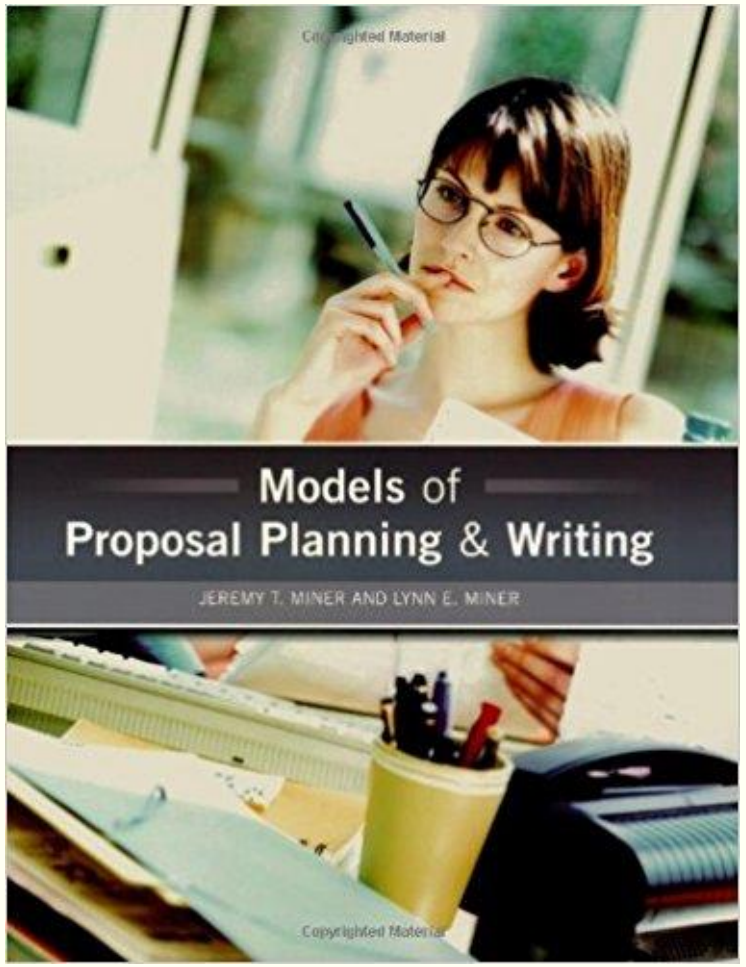
Kaine Riggan – Grant Writer - Project Manager

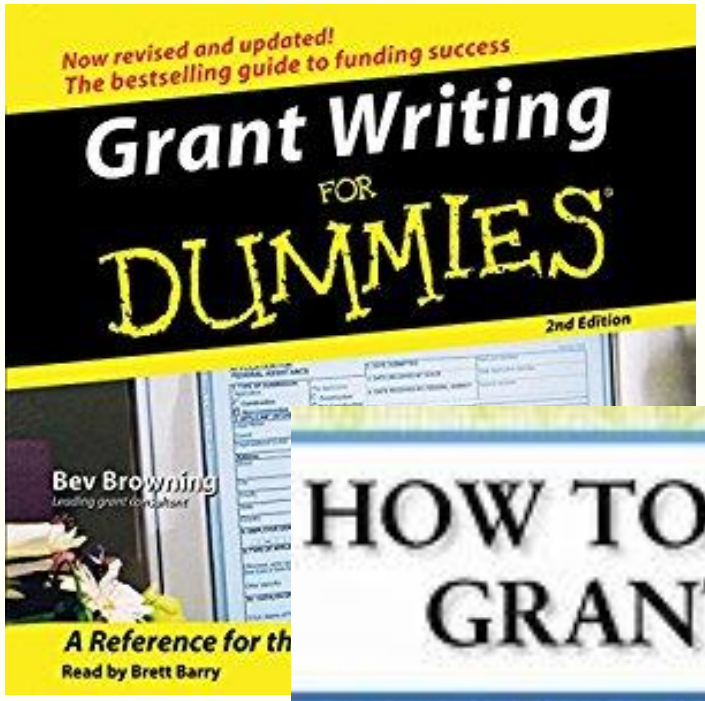
- Former Government Grant Officer – Tennessee Arts Commission
- Founding Director – Senior Center for the Arts, Nashville, TN
  a block grant initiative for NEA
- Director of Grants & Sponsorships – Beverly Hills Performing Arts Center
- Consultant & Grant Writer for Group Victory, Ft. Lauderdale, FL

Grant Panelist

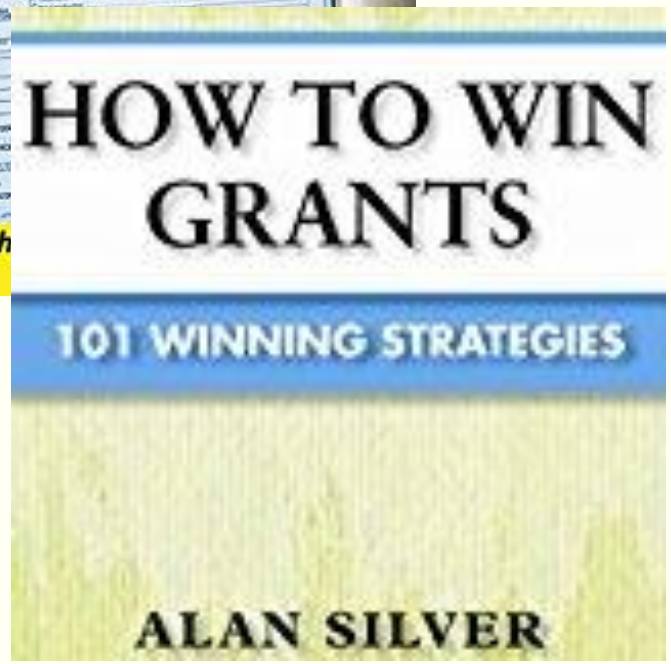
NATIONAL ENDOWMENT FOR THE ARTS

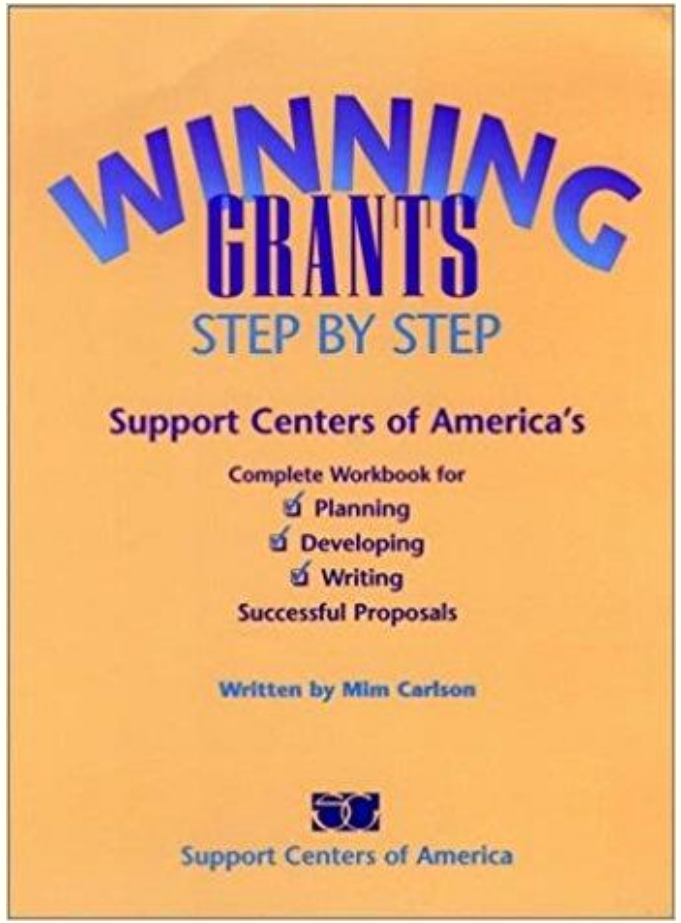
The Best Resources for Grant Writing





audible
an amazon company





Categories of Support

- General Operating Support
- Special Projects
- Capital/ Equipment
- Endowments

1/3 Receive fewer than 50 grant proposals
38% Funded at least half of them.

By far, the most frequent reasons that foundations reject proposals are:

- They don't have enough funds to accept every request.
- The applicant didn't follow the application guidelines.
- The request falls outside of the funder's giving interests.

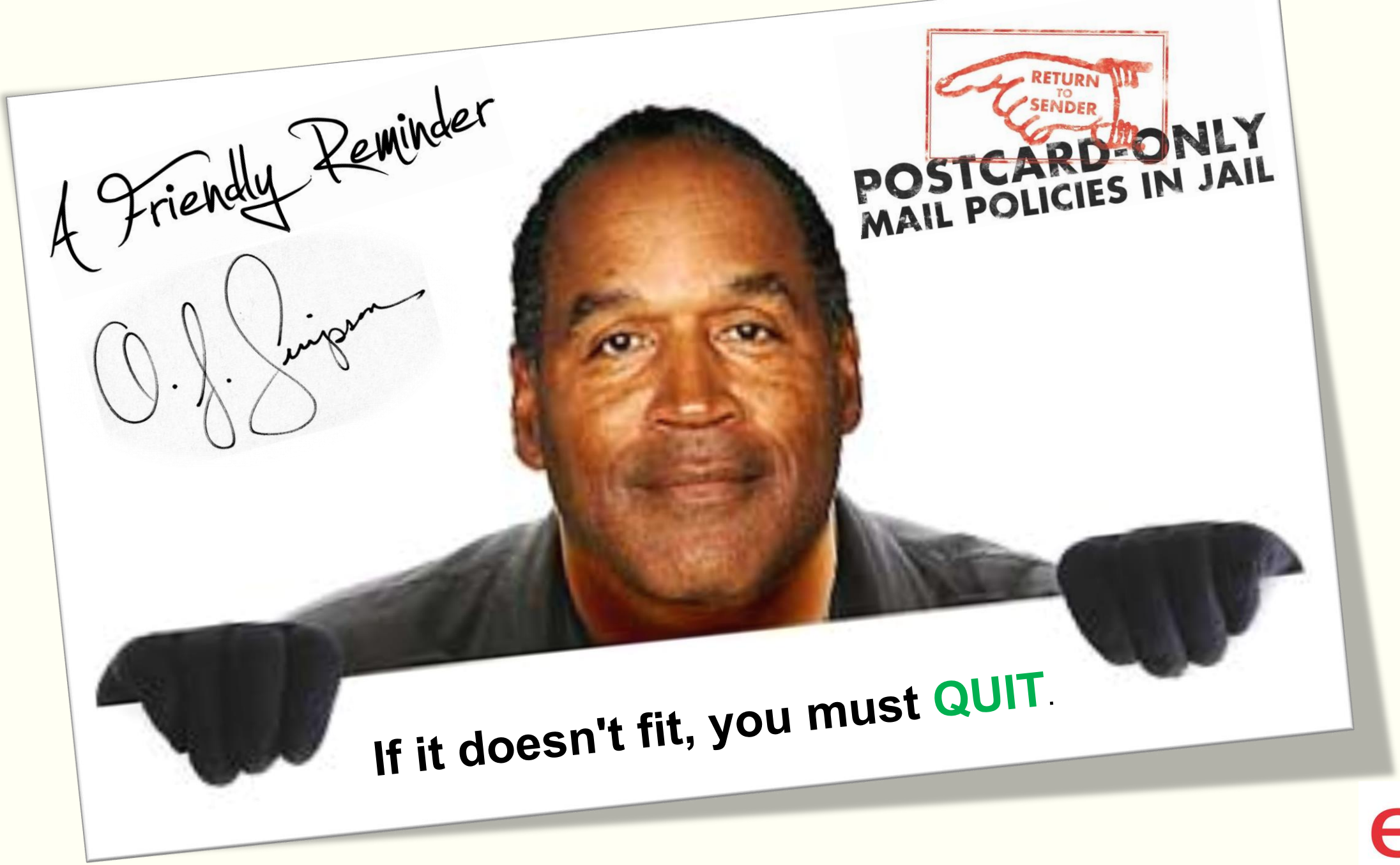
*2016 Foundation Center – Growth & Giving Estimates

THE COMEDY
OF
ERRORS
The TOP 10
MISTAKES
IN NO particular ORDER...

THE COMEDY OF ERRORS

Proposing a project that <u>does not</u> match the funding priorities

a.k.a
invitational priorities
or
focus areas

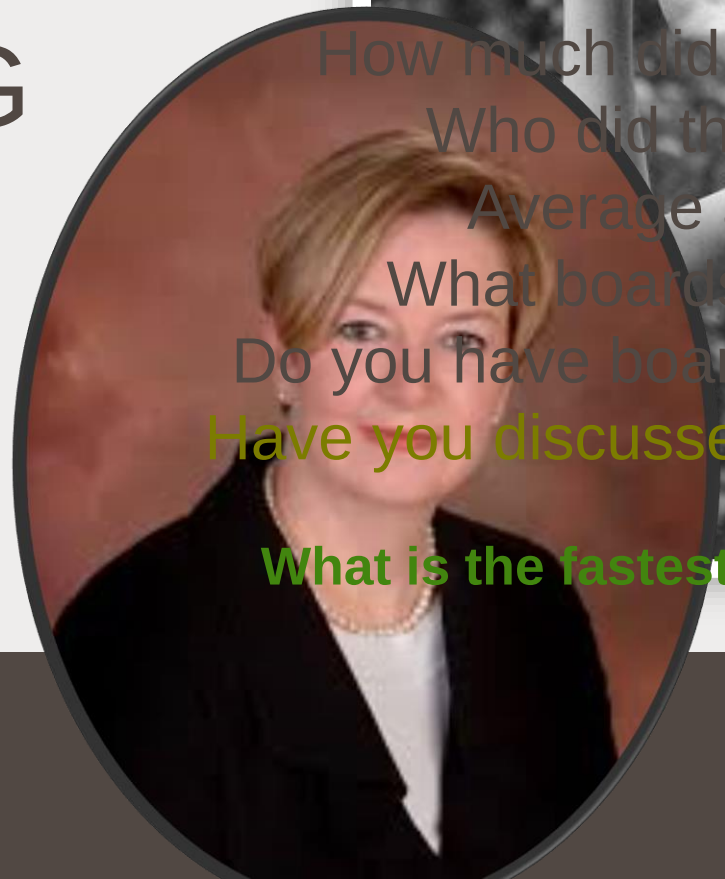


ebay for Charity

#2

NOT KNOWING THE FUNDER

Don’t be a “left-field” applicant



Who is the Grant Officer?
What is their mission statement?
Examine their 990
How much did they award last year?
Who did they fund last year?
Average award amounts?
What boards do they serve on?
Do you have board members in common?
Have you discussed your project with them?

What is the fastest way to find this information?

Val Short – TNHF Executive Director

An Exercise in ~~Google Stalking~~... um, Internet Research

What did I learn about the funder?

- She started March 19th, 2012
- 16 years as Vice President for Halifax Regional Medical Center in Roanoke Rapids
- Last four years as regional marketing position for a national skilled nursing and rehabilitation company.
- From Swansboro, NC
- She's a Tarheel (Journalism & Public Health)
- Married to Warren county native Tony Short (two children)
- Board Chair is Eddie Ferguson (2012)

Helpful Tips for Building Relationships with Grant Officers

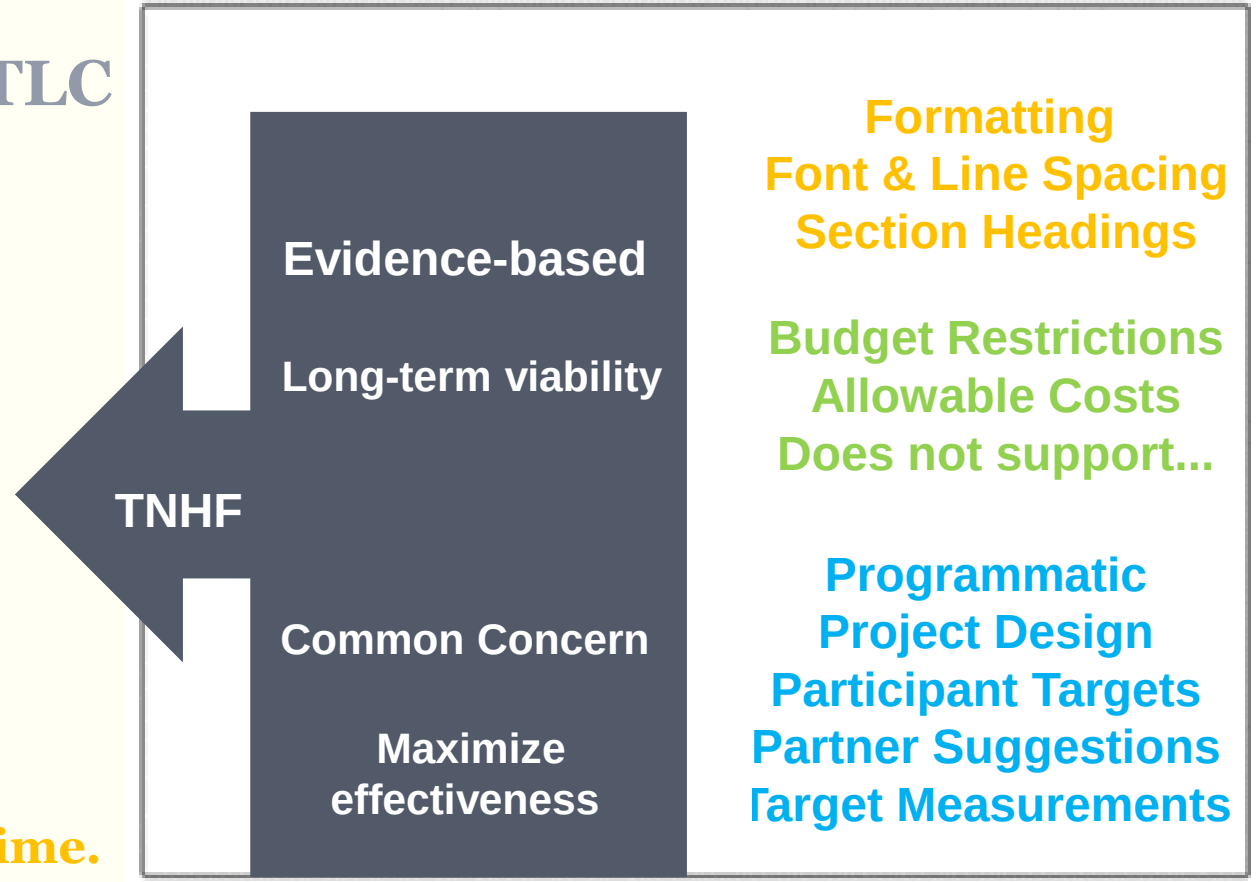
- People Fund People
- Discuss Your Project First
- Create Name & Face Flash Cards
- Send Thank You Letters/Notes for Awards & Rejections
- Invite Them To Key Program Events
- Send Project Updates & Press Clippings

Not Reading & Knowing the

#3 Treat the RFP with TLC

- Print it out, single sided, put it in a binder
- Take it home — read it in a comfortable place
- Highlight the key terms
- Use the left side for notes & program staff input
- Use their language
- Definitions of key terminology
- Webinar schedules (strongly suggested)
- Point value, selection criteria and review process
- Post-award reporting & performance measures
- Links to required forms

Read it again! You will find something new every time.



#4 Going at it alone...

From *The Non-Profit Narrative*
How Telling Stories Can Change the World

Your *why* is more important than your *what*.

Communicate the WHAT of your mission and you can have an audience.
Communicate the WHY, and you'll have collaborators.

Dan Portnoy

Create a working WHY

Collaborators

Creating Partnerships
Consortia

Grant Review Team

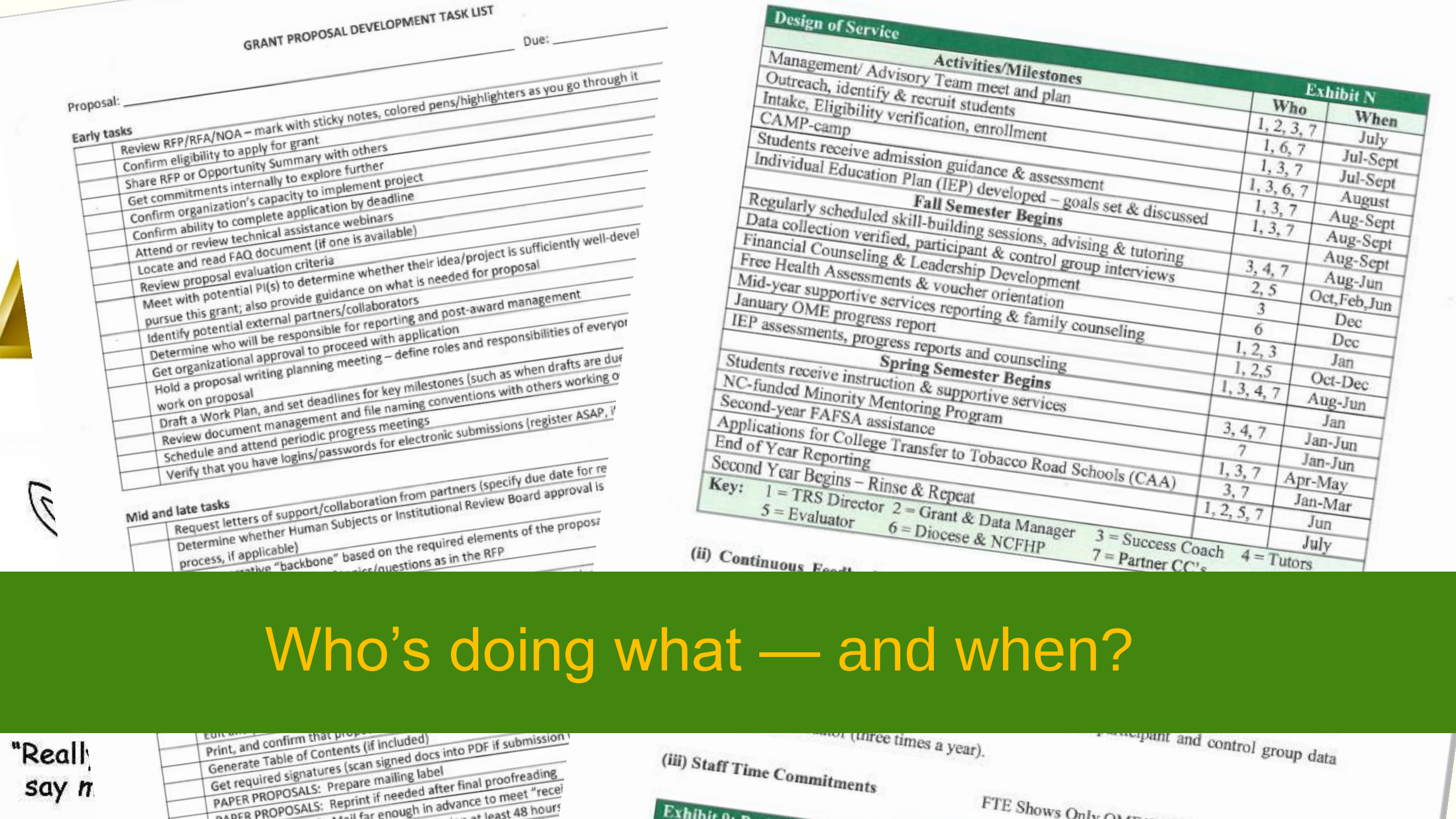
Program Staff
Outsiders
Newspaper Editor

Clearly Define Roles

MOU's or MOA's

"People who write usually don't know the facts and people who know the facts usually can't write."

1940's classic book & film *Lady in the Lake*



GRANT PROPOSAL DEVELOPMENT TASK LIST

Proposal: _____ Due: _____

Early tasks

- Review RFP/RFA/NOA – mark with sticky notes, colored pens/highlighters as you go through it
- Confirm eligibility to apply for grant
- Share RFP or Opportunity Summary with others
- Get commitments internally to explore further
- Confirm organization's capacity to implement project
- Confirm ability to complete application by deadline
- Attend or review technical assistance webinars
- Locate and read FAQ document (if one is available)
- Review proposal evaluation criteria
- Meet with potential PI(s) to determine whether their idea/project is sufficiently well-devel
- pursue this grant; also provide guidance on what is needed for proposal
- Identify potential external partners/collaborators
- Determine who will be responsible for reporting and post-award management
- Get organizational approval to proceed with application
- Hold a proposal writing planning meeting – define roles and responsibilities of everyor
- work on proposal
- Draft a Work Plan, and set deadlines for key milestones (such as when drafts are due
- Review document management and file naming conventions with others working o
- Schedule and attend periodic progress meetings
- Verify that you have logins/passwords for electronic submissions (register ASAP, i

Mid and late tasks

- Request letters of support/collaboration from partners (specify due date for re
- Determine whether Human Subjects or Institutional Review Board approval is
- process, if applicable)
- ative "backbone" based on the required elements of the proposa
- ics/questions as in the RFP

- Print, and confirm that prop
- Generate Table of Contents (if included)
- Get required signatures (scan signed docs into PDF if submission
- PAPER PROPOSALS: Prepare mailing label
- PAPER PROPOSALS: Reprint if needed after final proofreading
- Mail far enough in advance to meet "recei
- at least 48 hours

Design of Service	Exhibit N	
Activities/Milestones	**Who**	**When**
Management/ Advisory Team meet and plan	1, 2, 3, 7	July
Outreach, identify & recruit students	1, 6, 7	Jul-Sept
Intake, Eligibility verification, enrollment	1, 3, 7	Jul-Sept
CAMP-camp	1, 3, 6, 7	August
Students receive admission guidance & assessment	1, 3, 7	Aug-Sept
Individual Education Plan (IEP) developed – goals set & discussed	1, 3, 7	Aug-Sept
Fall Semester Begins		Aug-Sept
Regularly scheduled skill-building sessions, advising & tutoring	3, 4, 7	Aug-Jun
Data collection verified, participant & control group interviews	2, 5	Oct,Feb,Jun
Financial Counseling & Leadership Development	3	Dec
Free Health Assessments & voucher orientation	6	Dec
Mid-year supportive services reporting & family counseling	1, 2, 3	Jan
January OME progress report	1, 2,5	Oct-Dec
IEP assessments, progress reports and counseling	1, 3, 4, 7	Aug-Jun
Spring Semester Begins		Jan
Students receive instruction & supportive services	3, 4, 7	Jan-Jun
NC-funded Minority Mentoring Program	7	Jan-Jun
Second-year FAFSA assistance	1, 3, 7	Apr-May
Applications for College Transfer to Tobacco Road Schools (CAA)	3, 7	Jan-Mar
End of Year Reporting	1, 2, 5, 7	Jun
Second Year Begins – Rinse & Repeat		July

Key: 1 = TRS Director 2 = Grant & Data Manager 3 = Success Coach 4 = Tutors
5 = Evaluator 6 = Diocese & NCFHP 7 = Partner CC's

(ii) Continuous Eco

(three times a year).

(iii) Staff Time Commitments

participant and control group data

FTE Shows Only OM

"Reall
say n

Who's doing what — and when?

Not Answering the Questions

How will the project contribute to your organization's overall mission?

Not Answering the Questions

Not using the right grant proposal language ...

Students will be recruited to participate in the YMCA's activities.

Outreach workers will recruit students to participate in YMCA activities.

Stick with the active voice!

Not using the right grant proposal language ...

Parenting workshops will be conducted for parents of the children who participate in the new programs.

Nurse-practitioners will conduct parenting workshops for parents of the children who participate in the new programs.

PLEAS
E

AY WHAT?

s u d join our leading
o, i nent, ut nd demonstr
vid tions th rcome chr ues of
nc community ortunities
a chnology and th ronment,
a

BS

no hands seo review, download No Hands SEO, no hands seo, auto approved list for no hands seo, "no hands seo" download, No Hands
download, no hands seo software download, linxbot alternative, no hands seo download, no hand seo tutorial, everquest link bot, f
LinxBot, TweeterNaire , auto seo backlink software, No hands SEO review, scrapebox nohandsseo, download linkbot backlink, 0h, what
autobacklink bomb do, [GET] no hands seo, no hands seo backlinksforum, tweeternaire, backlink bot scrapebox, tutoriel no hands se
backlinks sofftware, No Hands SEO, Auto Backlink Bomb dl, nohandsseo review, which one is better scrapebox or nohandsseo, "no han
forum, software for SEO link building, backlinks software download, no hands backlinking software, no hands seo results, nohandse
No Hands SEO software, get no hands seo, auto backlink bomb index fast?, no hands seo mediafire, software backlinks building, linx
backlink bomb tutorials, no hand seo, no hand seo
linkbot#sclient=psy, nohandseo price, LinxBot
hand seo, LinxBot megaupload , auto backlin
scrapebox, no hands seo free, banned no h
Hands SEO software, Tweeternaire revie
software, "no hands seo" use approve
tutorial, Tweeternaire, linxbot tuto
tutorial, What is "No Hands SEO"?,
Share your sites, news and stories
review, [Get] NO HANDS SEO, get t
hotfile, tweeternaire filesonic,
scrapebox, "No hands seo", No Ha
tweeternaire backlinks, TweeterN
tutoials, TweeterNaire download,
Bomb rar, auto backlink bomb med
And Pinging Software mediafire,
linxbot negative reviews, No han
link building software that actua
scrapebox, auto comment bomb hotfi
seo link building software, linx b
Bomb rapidshare, auto backlink bomb
version rapidshare, LinxBot free dow
SOFTWARE mediafire, yahoo, how to use
autobacklinkbomb warez, backlink bomb h
bot, download nohandseo, seo softwares, b
"auto link bot", , autolinkbot review, "no
smf backlink, backlink megaupload, seo fileson
seo software, "backlinksoftware.rar", index/of aut
warez, backlink + rapidshare download, i want link building free software, auto "twitter marketing software", link building media
"Submit and Share your sites, news and stories", "Submit and Share your sites, news and stories", "Submit and Share your sites, ne
stories", "Submit and Share your sites, news and stories", "Submit and Share your sites, news and stories", "Submit and Share your

But are
your goals
& objectives
Measurable?

Let's find out!

Chick-fil-A
BACKSTAGE
HOME OFFICE
TOUR

S M A R T

Chick-fil-A
BACKSTAGE
HOME OFFICE
TOUR

10

"the most overlooked required element in grant applications"

Ellen Karsh & Arlen Sue Fox
The Only Grant Writing Book You'll Ever Need

"can get grants from completely eligible organizations rejected *before* they go to panel"

Jane Chu, Chairman, National Endowment for the Arts

Missing, Incorrect or Incomplete

ATTACHMENTS

a.k.a. Support Materials

Create & Maintain A Boilerplate File

Mission Statement
Articles of Incorporation
501(c)(3) Determination Letter
Employer Identification Number
DUNS #
Board List
990 Tax Filings
Annual Report
Budget & Audit

Organizational Chart
Job Descriptions
Key Staff Resumes
Key Staff Bios
Leveraged Resources

Assurances
ADA
Drug-Free Workplace
EEOC

MOU's & Letters of Support

Questions?

KaineRiggan.com

LEADERSHIP SERIES: PACKING YOUR TOOLBOX FOR A STRONG NONPROFIT

URGENT! Space Limited. FREE Seminars!

SPONSORED BY

SBC Small Business Center — Vance Granville Community College

TRIANGLE NORTH HEALTHCARE FOUNDATION

Seminar #1
LEADERSHIP DEVELOPMENT FOR NONPROFIT ORGANIZATIONS
February 8, 2018

Seminar #2
HOW TO WRITE A BUSINESS PLAN — THE MOST IMPORTANT PART OF STARTING A NONPROFIT
February 22, 2018

Seminar #3
FINANCIAL MANAGEMENT FOR THE NONPROFIT ORGANIZATION
March 8, 2018

Seminar #4
DEVELOPING YOUR NONPROFIT BOARD
March 22, 2018

Seminar #5
FUNDRAISING 101 FOR YOUR NONPROFIT
April 5, 2018

Seminar #6
FINDING & WRITING GRANTS
April 19, 2018

Time for Each Seminar: 1-3 p.m.

Location: VGCC's Main Campus, Building 7, Room 7109, 200 Community College Road, Henderson

Lunch, sponsored by Triangle North Healthcare Foundation, will be provided each session at 12:30 p.m.

Sessions will be led by experts in the field of nonprofits including Melissa Driver Beard of Driving Force Relations, Ed Ormsby, and Karen Kennedy, Community Development Manager for the City of Sanford.

Attendees of the program also will be required to become a client of VGCC's Small Business Center.

Preregistration is required by Wednesday, January 31, 2018, online at www.vgcc.edu/schedules/small-business-center.

For more information, please contact smallbusiness@vgcc.edu or (252) 738-3240.

Carolyn Powell

TNHF Grant Coordinator