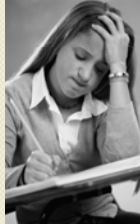


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December 3, 2008
RRS Fall Teleconference Series

◦ **TAKING THE FEAR OUT OF GRANT WRITING**



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Today's Workshop

- The Basics for Writing Any Grant
 - Charlynn Smith, RRS
- Preparing to Apply
 - Yvonne Gibbs, Gaston County
- Knowing your Funders
 - Jennifer MacDougall, NC BCBS Foundation
- Grantsmanship
 - LuAnn Bryan, RRS



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The Basics for Writing ANY Grant

Charlyne Smith,
Recreation Resources Service



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What to know *before* you start

- Community Issues
 - Identifying Problems / Barriers
 - What is needed to address those problems?
 - What is your agency role?
- Understanding & Communicating
 - Needs & Agency Role
 - Documentation & Telling the story
- Setting goals
- Strategies to reach goals
 - Identifying partners, establishing roles
- Documenting success



When to Seek Funding

- Once you know what you need *then* seek funding
- Have basic documentation
 - Identify & document needs
 - Define goals
 - Align with mission
 - Past success
- Potential partners
 - the power of networking



Funding Sources

- Government, Foundation, Corporation
 - *comparison chart* *handout*
- Understand differences
 - Available information (RFP)
 - Application procedures
 - Type of Support provided
 - Sources of money
 - Decision making timeline



What Proposals Have in Common

- Who, What, When, Where and Why
 - Who you are (agency)
 - Who you serve (identify problem, audience)
 - Why this is the solution (needs)
 - What your project will do (goals)
 - How it will accomplish set goals (methods)
 - How you will measure success (evaluation)
 - How to fund project (grant, in-kind, other)
 - Future – project sustainability



What Request for Proposals (RFP's) Have in Common

- Detailed Instructions
 - READ them
 - FOLLOW them
 - ASK Questions
- Guesstimate: 50% of proposals are rejected for NOT following instructions



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Know your Mission

- What is your Agency Vision, Mission
 - Does your project proposal fall within the mission?
 - Does your agency support this project



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Know your Needs

- Always evaluate needs
 - identifying issues, problems
 - needs analysis (what are sources for data?)
- Be able to communicate needs
 - public, elected officials, media
- Have wish list
 - project ideas to address needs
 - think out of the box



