



The Grant Application: *Tips from the funders*

Beth Gosch

Executive Director

The Western New York Foundation

Laura Whitford

President

Dr. Lyle F. Renodin Foundation



WESTERN NEW YORK FOUNDATION

Mission

- ▶ The Western New York Foundation is a philanthropic organization created to support activities that improve the quality of life for people who live in the seven (7) counties of Western New York.
- ▶ The Foundation makes targeted investments in specific capacities that will meet the unique characteristics and needs of each individual nonprofit.

We Exist to Elevate

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- Strategic partnerships, capacity building, organizational development
 - Must be a 501 c3 organization with 3 years of 990s
 - 7 counties of WNY
 - 3 grant programs: Competitive, Small and iCAP
 - Letter of inquiry
 - Online applications: www.WNYFoundation.org

Dr. Lyle F. Renodin Foundation

Affiliated with the Franciscan Sisters of Allegany, NY

Mission

- Attentive to the religious tradition and pastoral mission of the Franciscan Sisters of Allegany, New York, is committed to the Gospel stance of social justice, which is lived out in a spirit of love, healing and compassion.



- Improve the quality of life of our poor and marginalized neighbors.
- Orgs in Cattaraugus/Allegany Co. in NY and McKean Co. in PA
- Must be a 501c3 organization
- Maximum: \$5,000
- Online applications due Feb 1 and August 1
- www.RenodinFoundation.org

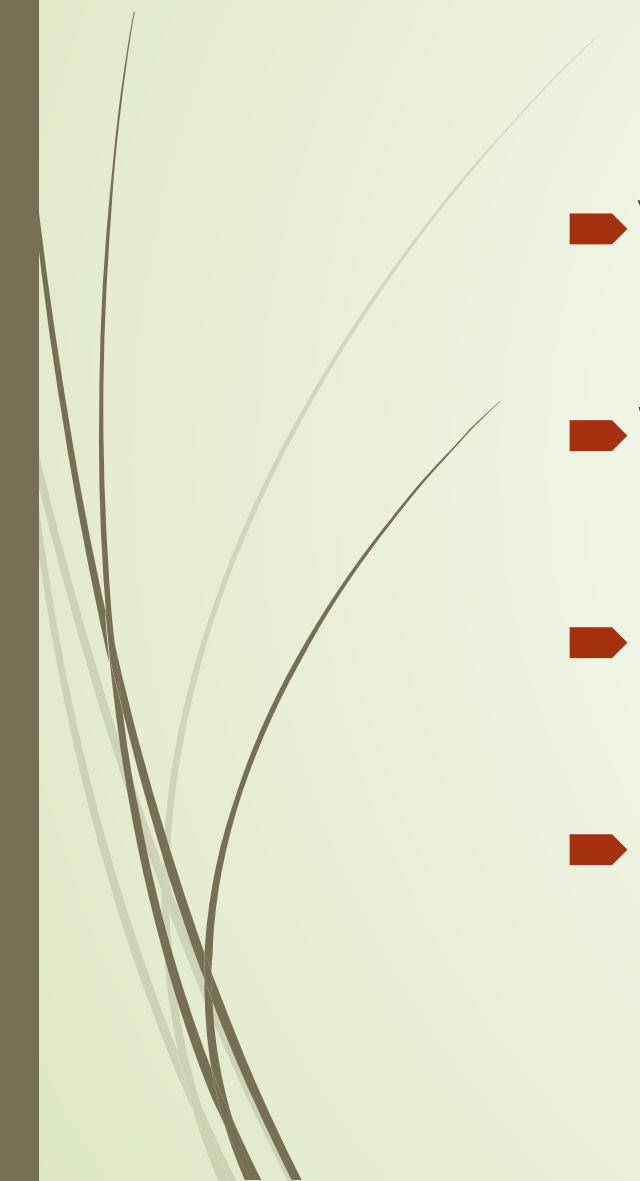



Before the Grant Application






Research the Funder

- Visit the Foundation's website or grant portal
 - What are their mission and values?
 - Review the guidelines and procedures
 - Familiarize yourself with who and what they have funded in the past
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Should You Apply?

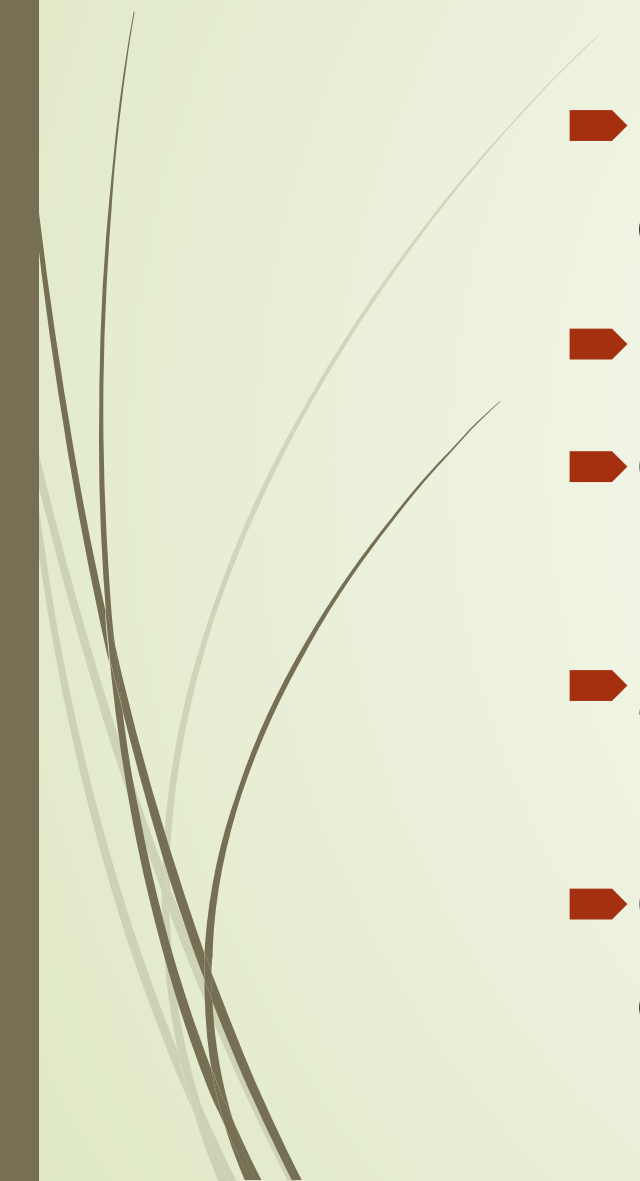
- Does your organization meet stated criteria?
 - Are you a 501 c3? (If that's required)
 - Geographic area
 - Re-application timeframe (if you received a prior grant)
 - Does your program align with the foundation's grant guidelines?
 - Does the deadline date allow you to submit your best proposal?
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The Basics





Helpful Hints

- If applying online, write grant in Word and copy and paste into application
 - Be clear and concise
 - Give yourself plenty of time – to gather info, proofread, etc.
 - Make an outline and/or checklist of items needed
 - Get required signatures while the person is available
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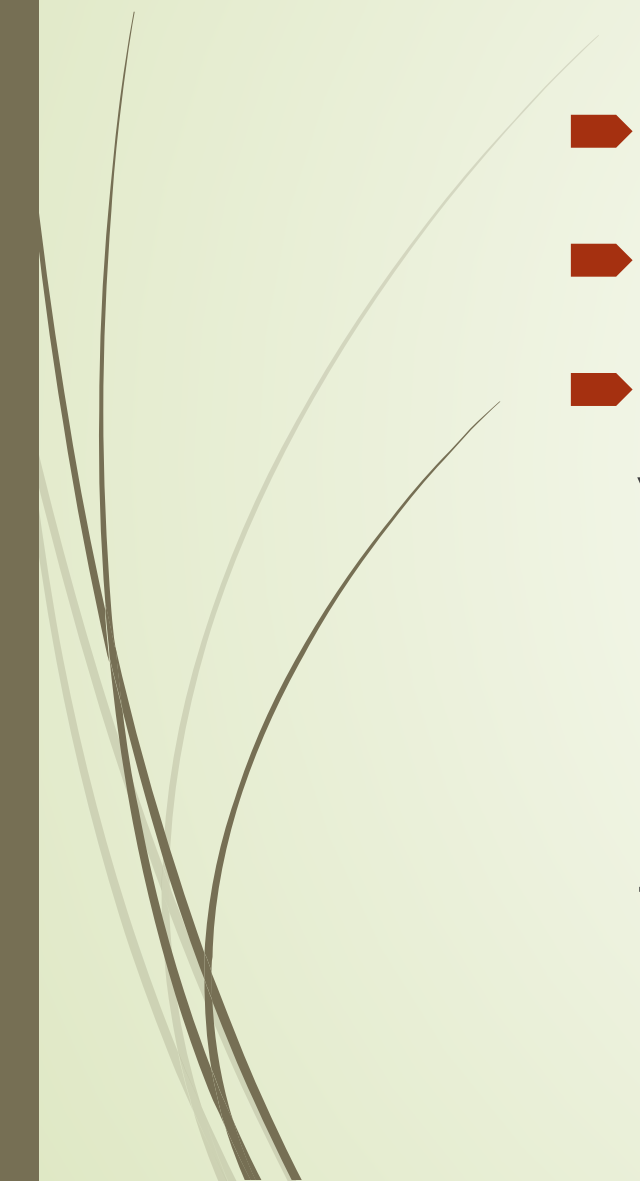
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- Pick the appropriate funding opportunity (some funders have multiple)
 - Adhere to all formatting stipulations
 - Page limitations, font size, number of copies
 - Only submit what is requested
 - Submit by the deadline
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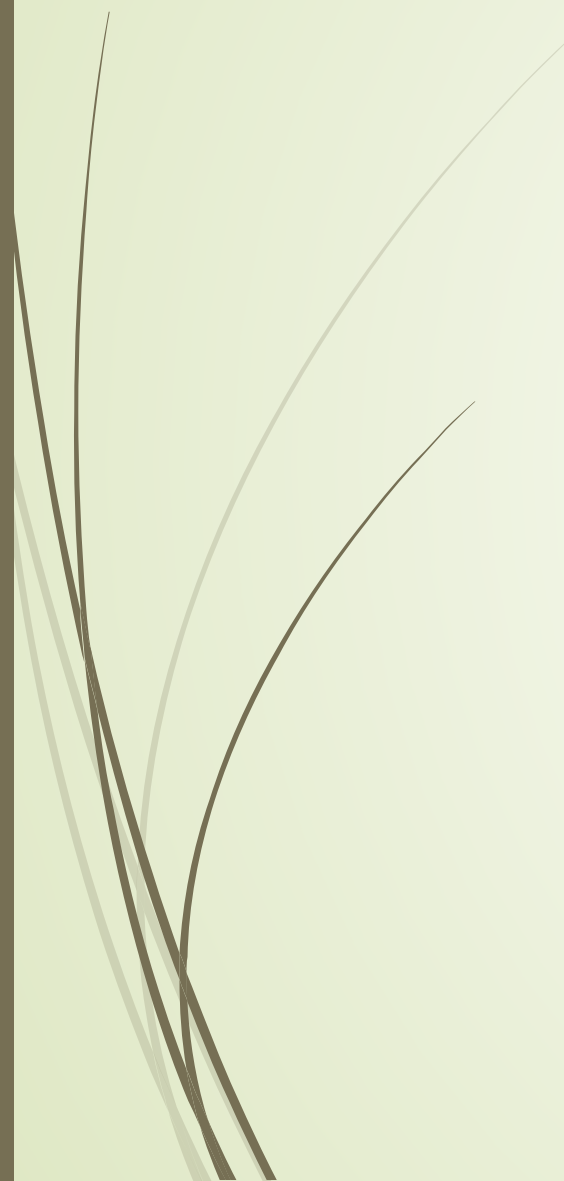

Research and Data





Educate!

- Keep it relevant
 - Funders have a lot to learn from grantees
 - Define your role and what you hold yourself accountable for when looking at community indicators. What are the defined needs of the community and how do/will you have an impact in addressing them?
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Make Your Application Stand Out





Enhance the Narrative

- Be clear, concise and to the point
- Clearly state the ask in your opening sentence
- Explain how the request meets the foundation's guideline criteria and is aligned with their outcome goals
- Include distinguishing characteristics and factors that contribute to organizational and programmatic excellence

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- Be clear about your impact and the evidence that supports it
 - Highlight your collaborative efforts and relationships
 - **Outcomes** - emphasize the change that will occur because of the action(s) taken
 - **Evaluation** - describe the evidence that will support the desired outcomes
 - Describe how the project might attract new partners and leverage other philanthropic dollars

Grant Application Toolbox

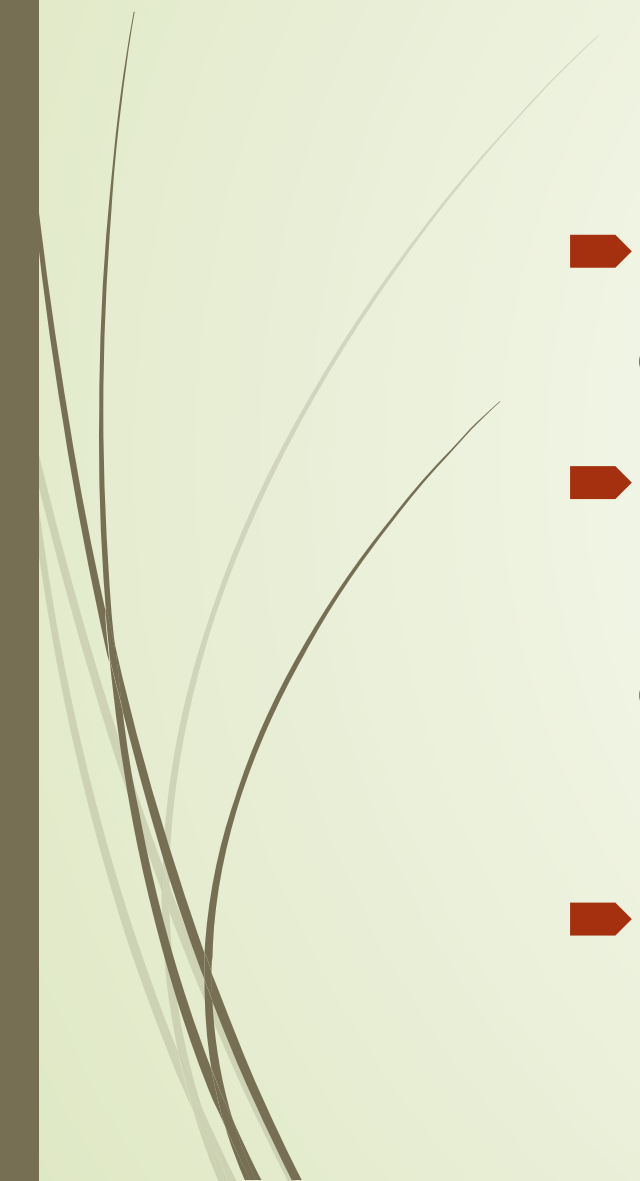




Post Approval





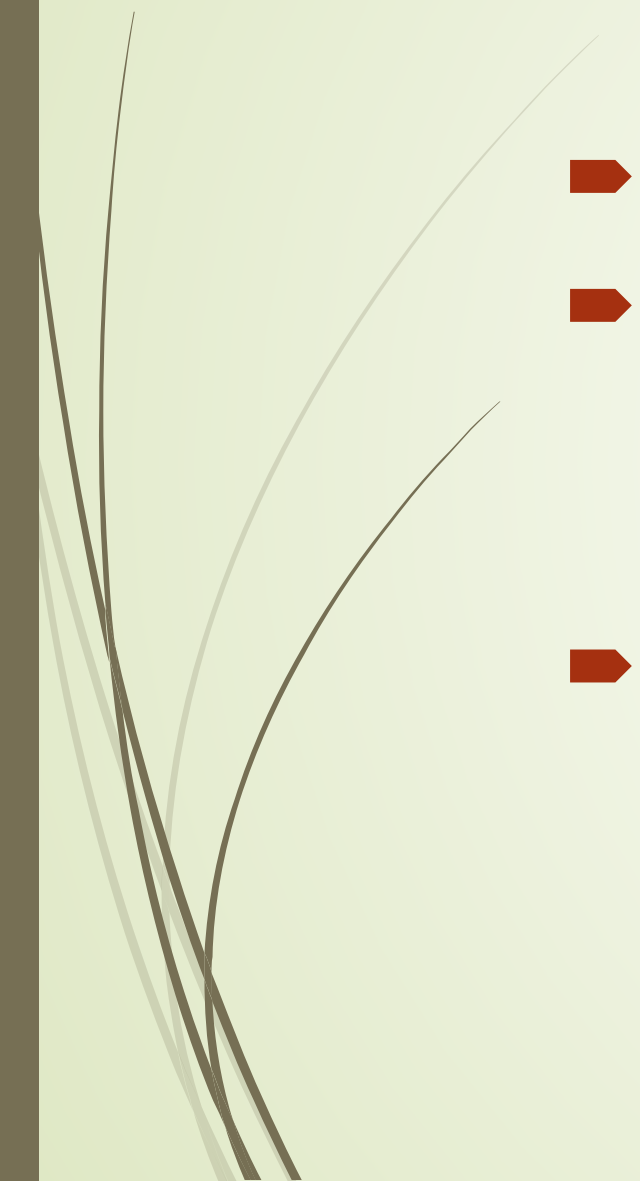
Steward the Relationship

- Follow up with a letter, personal note and/or phone call.
 - Include in donor recognition materials(annual reports, recognition displays, materials for funded program, press release)
 - Invite them to visit program and/or events
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- Keep the funder apprised of any challenges or updates
 - Share newsworthy stories that are associated with the grant
 - Celebrate the “wins” with the foundation



Complete the Grant Report


- By the deadline!
 - Be specific about how the grant helped
 - Only give stats for the funding received for # of people helped, impact, etc.
 - Include pictures and stories if appropriate
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Your Questions







Making Contact

- What advice would you give to first time grant seekers, in terms of making phone or email contact with the funding source in advance of submitting an application?
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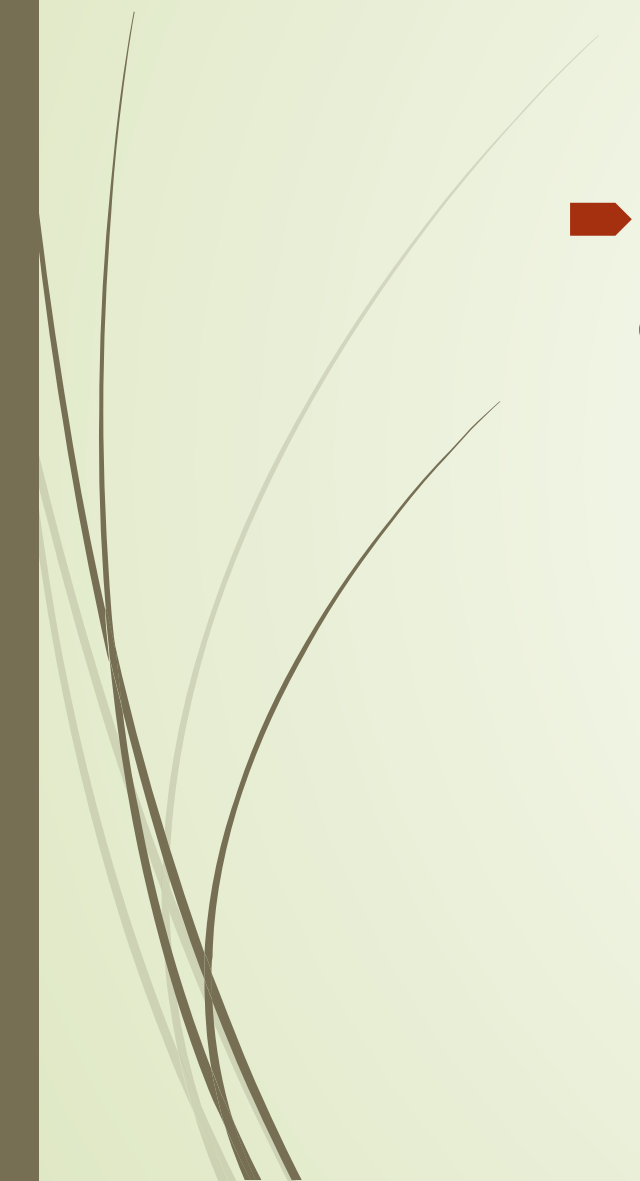
Grant Checklist



- ▶ Do you have a grant proposal checklist that you can suggest applicants use?
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- Research the foundation: review policies, procedures and guidelines
 - Valid 501 c3 documentation
 - Recent financials: 990, financial statements, and annual operating budget
 - Grant budget and project quotes
 - List of board of directors and officers: include professional affiliations
 - All required signatures
 - All forms and attachments




5 Key Elements

- What are the five key elements essential in any grant proposal?
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- Well-planned Project
 - Clarity
 - Educational/Informational
 - Well-defined Outcomes and Evaluation Process
 - Innovative/Inspirational



Overcoming Scandal

- What advice can you give to organizations that have experienced scandals and are working to get past the negative and back to the organizations' core values?
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Timing and Readiness

- We are an organization in transition, leadership-wise, but we still need to keep moving on grant proposals. When you don't have all the answers, is it better to just do the best you can and submit-or wait?



Funding Opportunities

- How to find the grants themselves?
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Other Questions?

