Grant Writing for Nonprofit and Community-Based Organizations

Our thanks to…

- Johnson County Extension
- Johnson County Community Foundation
- UADA-Extension
- First Security Bank
- You!

Special Recognition

Agenda and curriculum built in partnership with colleagues through the Southern Regional Development Center: Dr. John J. Green, Rachel Welborn, Cindy DeFelice, Dr. Matt Ulmer, Emily Gunderson, Dr. Jamie Rae Walker, Dr. Hunter Goodman, Dr. Linda Seals, and Joy Moten Thomas, September 2022.

What to expect…

An interactive, conversation-based approach to grant-writing---not just a how to lesson.

Asset-based community development as a lens for grant writing.

Food for thought on ways to prepare yourself and your organization for the grant writing process.

Learning Objectives Today

- Participants will understand the grant landscape (federal, state, and foundation)
- Participants will learn skills and tools for grant writing
- Participants will explore how to collaborate and partner for successful grants

Flow of the Session

- Welcome & Check-in Question
- Finding potential grants (before you begin)
- Preparing the narrative
- Grant writing activity
- Constructing a logic model
- Preparing a budget
- Q&A—check-out assignment

Guiding Assumptions

- We come from this conversation as people—professional hat and neighborhood hat.
- We have diverse voices and ways of understanding.
- We trust we have the skills to accomplish great things together.
- We are interdependent and welcome to draw, expand, and build upon our ideas.
- We take care of ourselves in anyway we need.

Photo by Brooke Cagle, Unsplash

Credit to the Jeder Institute and Asset Based Community Development Institute at DePaul University.

Are you a seeker or a sharer?

Seeker	Sharer
You have a desire to understand grant writing	You have a successful history with grant writing and funding
You want to successfully receive funding for your organization	You want others in your organization to succeed
You are open to learning alongside others.	You are willing to share your knowledge with someone else

A Little about You

- Your name
- Your agency/organization
- What you hope to gain from this workshop?
- How are you feeling about the session today?

Show me the money?

Help me plan…

Prepare me for the process!

Try to meet everyone where they are…

What this workshop is and what it isn't'….

Let’s have a little fun

TELL ME ABOUT YOUR MISSION.

WHY YOU DO WHAT YOU DO FOR THE COMMUNITY?

WHAT IS THE UNIQUE GIFT/SKILL YOU BRING TO YOUR WORK?

Before You Begin

Start with a Something that Matters

Is what you want to do something that:

- You believe to be very important
- Fits your mission
- Has strong community support
- Fills a significant need

Know Where You're Headed…

Before Starting to Look for a Grant

As you begin to write a grant proposal

- Who are you (as an entity/organization)?
- When and why should you look for grants?
- From whom should you look for grants?

Who receives the grants?

Usually directed to specific types of organizations

Know the eligibility and do not apply if it does not apply to you

Types of sources

- Federal
- State
- Foundation

SMART – Getting the Pieces in Place

S	M	A	R	T
Specific	Measurable	Attainable	Relevant	Time Framed

Specific

- What do you want to achieve?
- Where will you focus your efforts?

Measurable

- How do you plan to measure progress toward the goal?
- How will you know you have arrived at the goal?

Attainable

- Do you have the resources to achieve the goal?
- Are there barriers that might prevent achieving this goal?

Relevant

- Is this important for your community?
- Does this matter or bring benefit?

Time Framed

- When do you want to achieve your goal?
- What is the target date for accomplishing the goal?

Adapted from: Heathfield, S.M. (2011)

Building a Toolkit

Write One SMART Goal

Increasing:

- New business start-ups
- Fresh fruit/vegetable consumption
- Effective use of a family budget
- Tourism into the community
- Succession planning for farmers
- Workplace readiness skills
- Broadband access
- Profit for farmers or small businesses

Examples…

- At the program's completion, at least 70% of participants will report gaining an understanding of how to save money each month as measured by pre- and post- surveys.

- *"I would like to increase my successful receipt of grants by increasing my approval rate from 2 grants per year to 5 grants per year, and I can achieve this goal by making small increases in my grant writing approach each week."*

Looking Ahead

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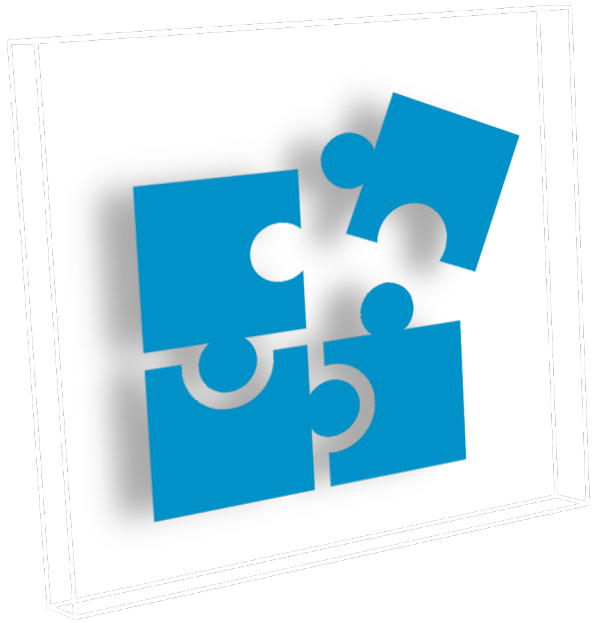
Identify Local Assets – Think Broadly



What do you need?

Who may be able to help?

Who shares your interests?

Fundamentals of ABCD: The Glass Half Full

- **Half-empty:** People and communities have deficiencies and needs.

- **Half-full:** People Individuals and Communities have assets and capacities.

Credit to the ABCD Institute and DePaul University

Asset-Based Community Development

- Discovers what's strong not what's wrong
- Places community at the center of local decision making
- Activates individual & community participation
- Builds on community leadership
- Strengthens local connection & relationships

Credit to the Jeder Institute and ABCD Institute and DePaul University

Comparing Approaches

Credit to the ABCD Institute and DePaul University

Develop Relationships with Key Partners

Already existing partners?

Not in name only.

Do it now. Start early!

Be clear about what you need, responsibilities, contribution, time & expectations.

Win-Win Partnership & Matrix

Who do you collaborate with?

In your network?

What are their assets, contributions, resources, etc.?

Break

Determine Gaps

What resources are missing that will keep me from being successful?

This answer should guide your grant search.

Finding Potential Grants

Finding Potential Grants

What is your “go-to” source (URL) for finding grants?

Request for Proposals: Where to Start?

#1 What is your overarching goal?

#2 What entity aligns with your goal?

State, Local, Foundation, Etc.,

1. Online search
2. Your network
3. Outreach efforts

Where do I start?

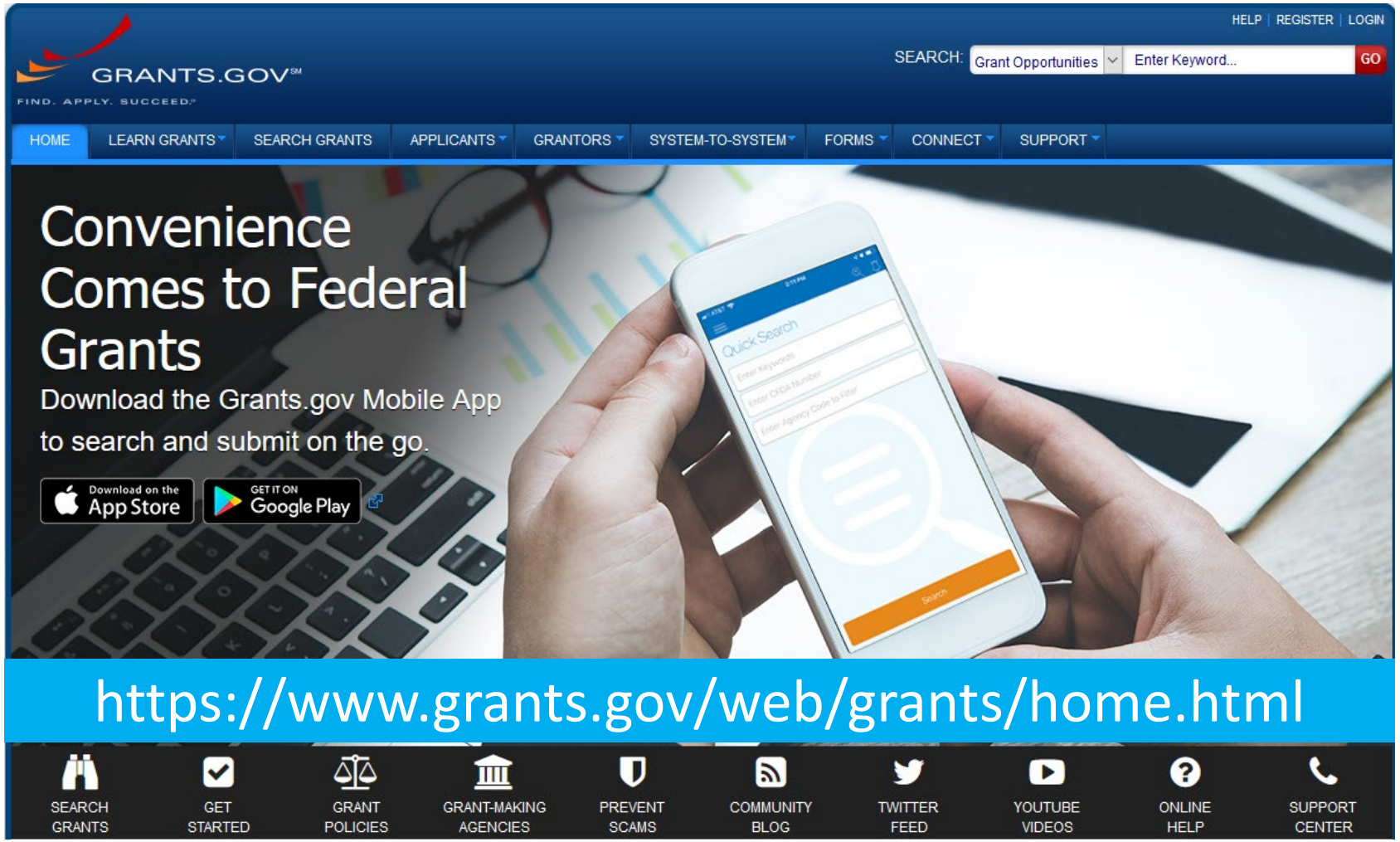
Local and Foundation Grants

Tap into your network

A few resources…

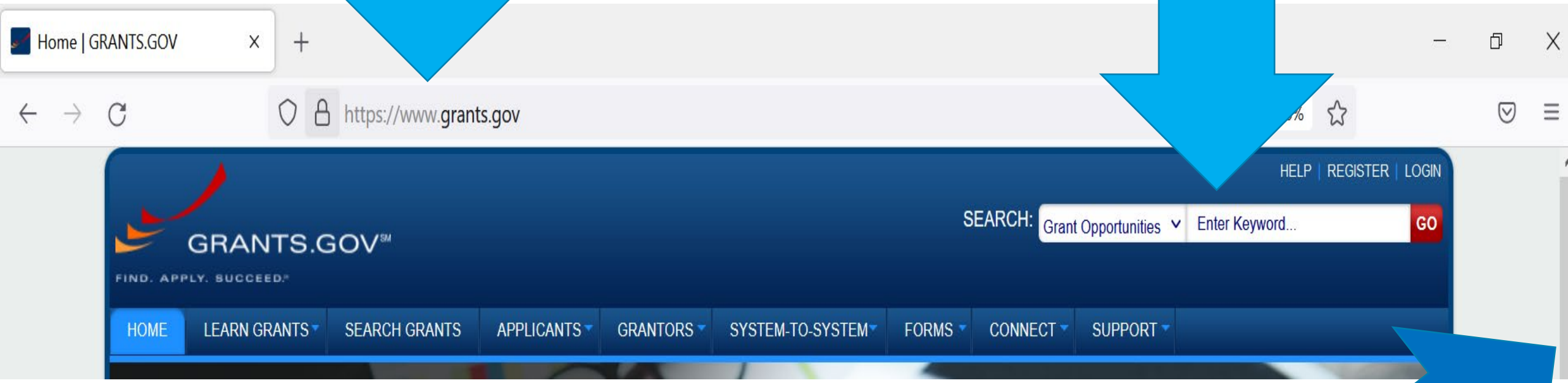
- Grantstation.com

Searching on Grants.gov



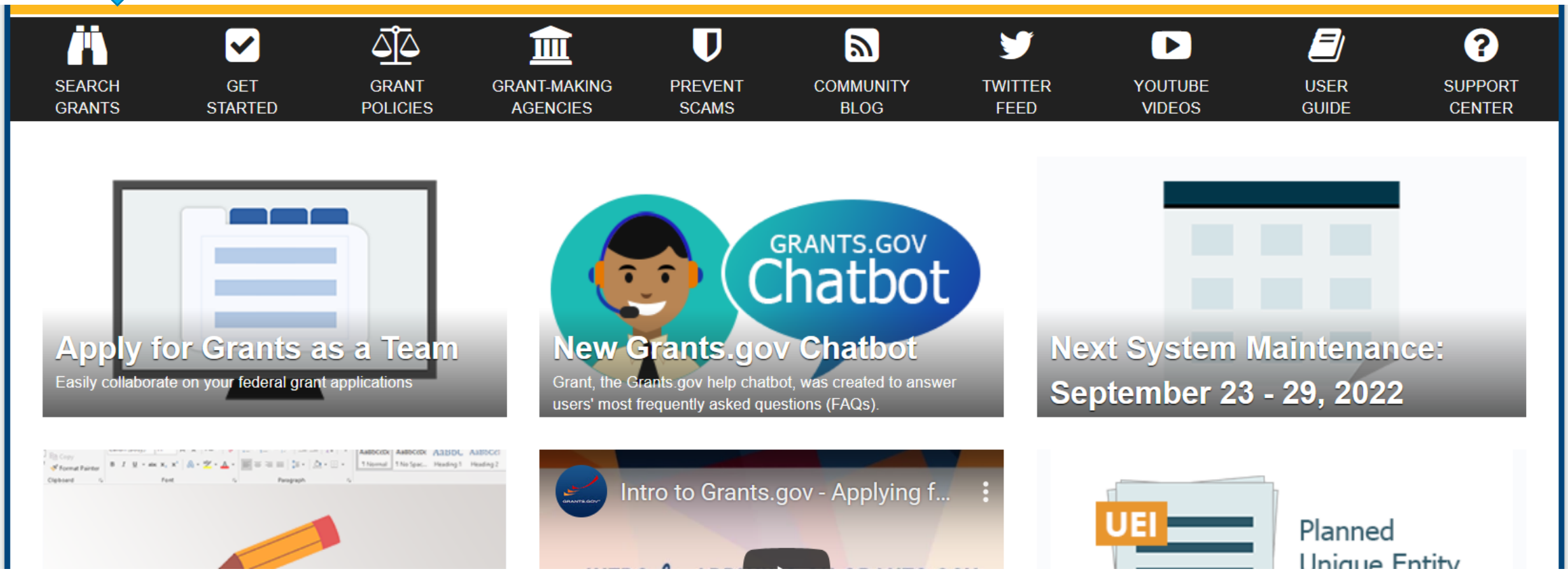
START

Option 1: Key word search



Option 2: Scroll

Option 2: Search Grants



SEARCH GRAN...

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- [x] Forecasted (488)
- [x] Posted (2,115)
- [ ] Closed (5,341)
- [ ] Archived (61,627)

FUNDING INSTRUMENT TYPE:

- [x] All Funding Instruments
  - [ ] Cooperative Agreement (977)
  - [ ] Grant (1,752)
  - [ ] Other (149)
  - [ ] Procurement Contract (44)

ELIGIBILITY:

- [x] All Eligibilities
  - [ ] City or township governments (1,104)
  - [ ] County governments (1,168)
  - [ ] For profit organizations other than small businesses (1,061)

Search Tips | Export Detailed Data | Save Search »

SORT BY: Posted Date (Descending) Update Sort

DATE RANGE: All Available Update Date Range

1 - 25 OF 2603 MATCHING RESULTS:

« Previous 1 2 3 4 5 6 ... 105 Next »

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
NNH22ZDA001N-SBBLEO	ROSES 2022: Research Pathfinder for Beyond Low Earth Orbit Space Biology Investigations	NASA-HQ	Posted	08/11/2022	09/01/2022
RFA-TS-23-001	Identify and Evaluate Potential Risk Factors for Amyotrophic Lateral Sclerosis (ALS)	HHS-CDC-HHSCDCERA	Forecasted	08/11/2022	
USDA-NRCS-NHQ-WMBP-22-NOFO0001217	NRCS's Wetland Mitigation Banking Program for Federal Fiscal Year 2022	USDA-NRCS	Posted	08/11/2022	10/10/2022
H-NOFO-22-102	Countering Stigma and Prejudice Against the Transgender Community	DOS-IND	Posted	08/11/2022	09/12/2022
DE-FOA-0002835	RFI Ultra-Fast-Triggered Semiconductor Devices for Enhanced System Resiliency	DOE-ARPAE	Posted	08/11/2022	09/09/2022
72066322RFA00006	USAID/Ethiopia Civic Engagement Activity	USAID-ETH	Posted	08/11/2022	09/28/2022
EPA-OW-OWOW-22-03	Fiscal Year 2022 Tribal Wetland Program Development Grants	EPA	Posted	08/10/2022	10/07/2022
USDA-NRCS-NHQ-CIGCLASSIC-22-NOFO001218	Announcement for Program Funding for NRCS's Conservation Innovation Grants (CIG) Classic Program for Federal fiscal year (FY) 2022	USDA-NRCS	Posted	08/10/2022	10/11/2022
72038622RFA00002	Strengthening Landscapes Management and Conservation	USAID-INA	Posted	08/10/2022	09/16/2022
DOS-BAGHDAD-PD-2022-007	Eastern Iraqi Universities Initiative	DOS-IRQ	Posted	08/10/2022	09/10/2022

BASIC SEARCH CRITERIA:

Keyword(s): drought

Opportunity Number:

CFDA:

SEARCH

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  - [ ] County governments (1,168)
  - [ ] For profit organizations other than small businesses (1,061)
  - [ ] Independent school districts (1,044)

CATEGORY:

- [x] All Categories
  - [ ] Agriculture (56)
  - [ ] Arts (see 'Cultural Affairs' in CFDA) (15)
  - [ ] Business and Commerce (27)
  - [ ] Community Development (47)

AGENCY:

Search Tips | Export Detailed Data | Save Search »

nding) Update Sort **DATE RANGE:** All Available Update Date Range

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DOS-BAGHDAD-PD-2022-007	Eastern Iraqi Universities Initiative	DOS-IRQ	Posted	08/10/2022	09/10/2022
PAR-22-221	AD/ADRD, Adverse Childhood Experiences, and Social Determinants of Health Ancillary Studies of Existing Longitudinal Cohorts (R01 - Clinical Trial Not Allowed)	HHS-NIH11	Posted	08/10/2022	10/05/2022
RFA-HD-23-012	Reproductive Scientist Development Program (RSDP) (K12 Clinical Trial	HHS-NIH11	Posted	08/10/2022	11/30/2022

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Keyword(s):

Opportunity Number:

CFDA:

YIKES!

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  - [ ] Agriculture (56)

Search Tip

SORT BY: Posted Date (Descending) Update Sort

DATE RANGE: All Available

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BASIC SEARCH CRITERIA:

Keyword(s): drought

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- [x] Forecasted (0)
- [x] Posted (1)
- [ ] Closed (0)
- [ ] Archived (31)

FUNDING INSTRUMENT TYPE:

- [ ] All Funding Instruments
- [x] Grant (1)

ELIGIBILITY:

businesses (1)

- [ ] Independent school districts
- [x] Individuals (1)
- [ ] Native American tribal governments
recognized) (1)
- [ ] Native American tribal organizations (othe

CATEGORY:

- [ ] All Categories
- [x] Agriculture (1)
- [ ] Environment (1)
- [ ] Natural Resources (1)

AGENCY:

- [x] All Agencies
- [ ] All Department of Agriculture [USDA] (1)

- CATEGORY: [X] Agriculture
- ELIGIBILITY: [X] Individuals
- FUNDING INSTRUMENT: [X] Grant

Search Tips | Export Detailed Data | Save Search »

SORT BY: Relevance (Descending) Update Sort

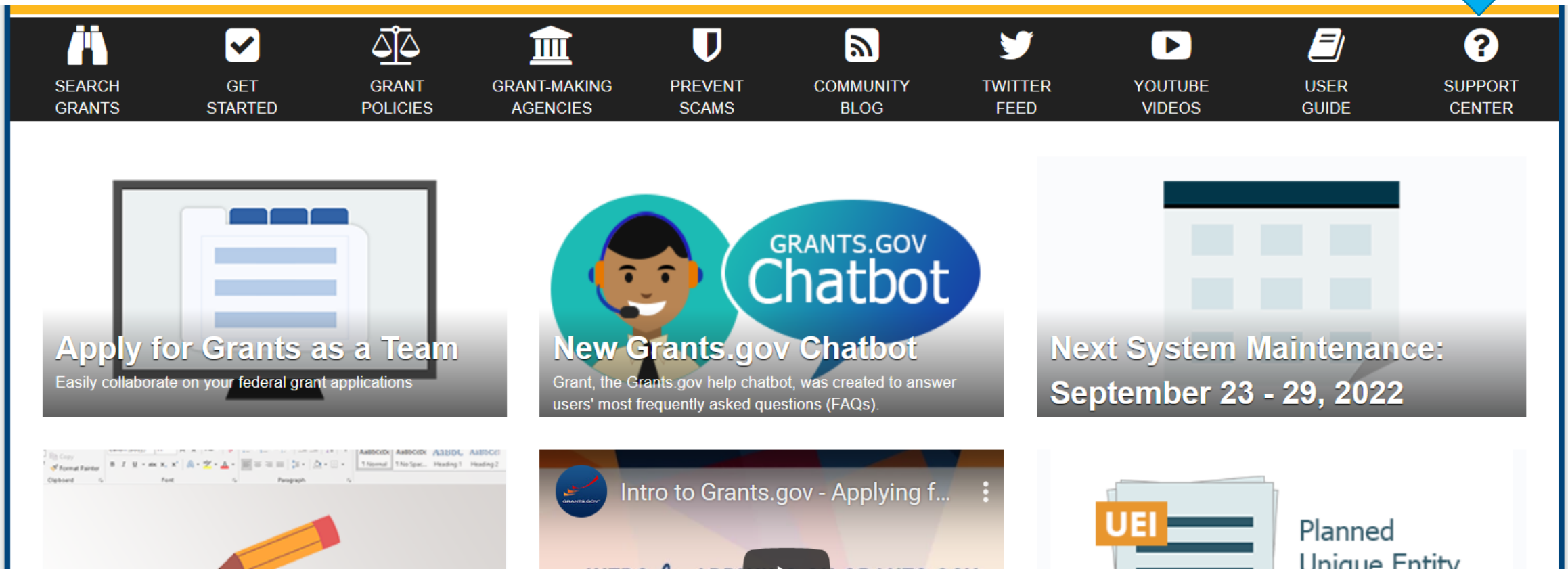
DATE RANGE: All Available Update Date Range

1 - 1 OF 1 MATCHING RESULTS:

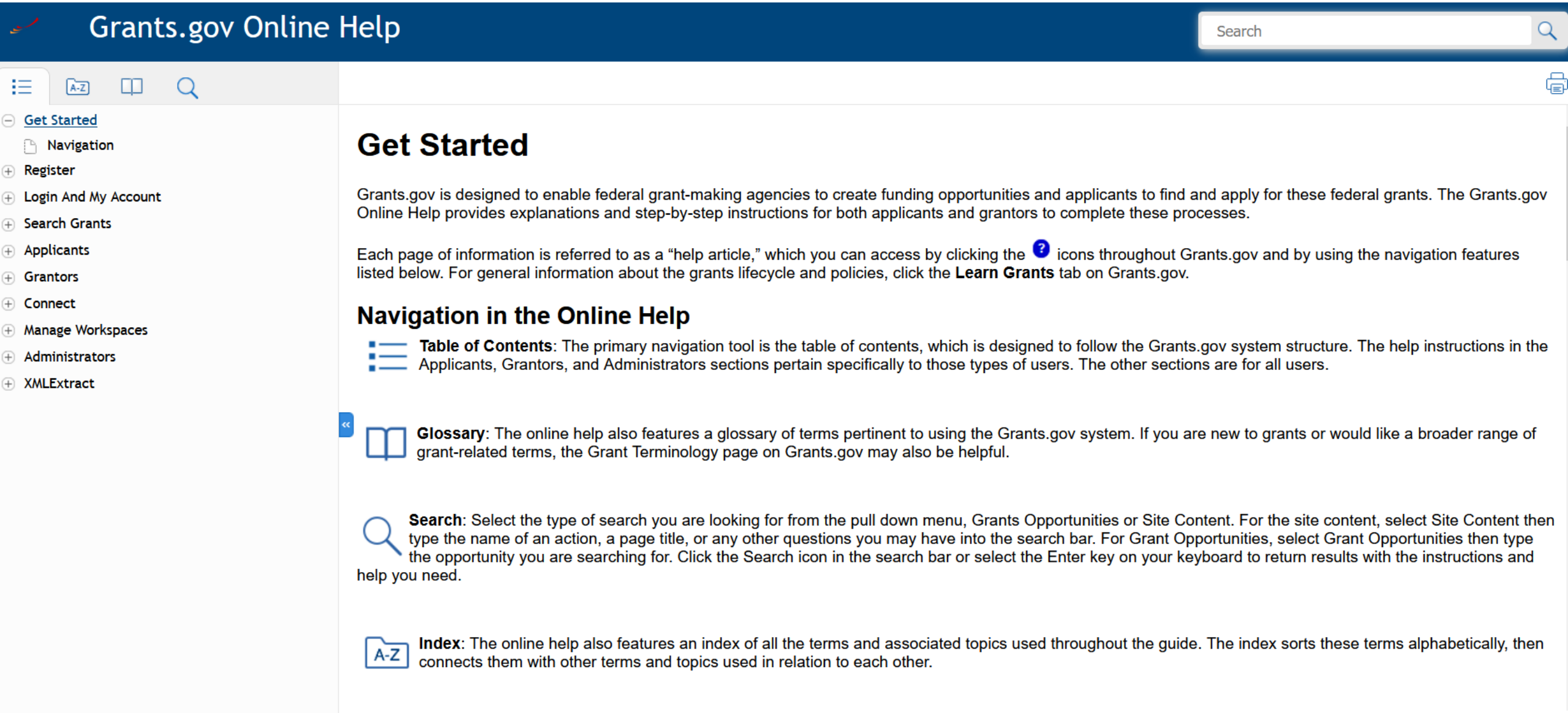
Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
USDA-NRCS-FL-CIG-22-NOFO0001150	Conservation Innovation Grants (CIG) for Federal fiscal year (FY) 2022 – Florida	USDA-NRCS	Posted	04/15/2022	08/31/2022

Use the menus to refine the search.

Other Resources



Online Help


Grants.gov Online Help
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Get Started
Navigation
Register
Login And My Account
Search Grants
Applicants
Grantors
Connect
Manage Workspaces
Administrators
XMLExtract
Get Started
Grants.gov is designed to enable federal grant-making agencies to create funding opportunities and applicants to find and apply for these federal grants. The Grants.gov Online Help provides explanations and step-by-step instructions for both applicants and grantors to complete these processes.
Each page of information is referred to as a "help article," which you can access by clicking the icons throughout Grants.gov and by using the navigation features listed below. For general information about the grants lifecycle and policies, click the Learn Grants tab on Grants.gov.
Navigation in the Online Help
Table of Contents: The primary navigation tool is the table of contents, which is designed to follow the Grants.gov system structure. The help instructions in the Applicants, Grantors, and Administrators sections pertain specifically to those types of users. The other sections are for all users.
Glossary: The online help also features a glossary of terms pertinent to using the Grants.gov system. If you are new to grants or would like a broader range of grant-related terms, the Grant Terminology page on Grants.gov may also be helpful.
Search: Select the type of search you are looking for from the pull down menu, Grants Opportunities or Site Content. For the site content, select Site Content then type the name of an action, a page title, or any other questions you may have into the search bar. For Grant Opportunities, select Grant Opportunities then type the opportunity you are searching for. Click the Search icon in the search bar or select the Enter key on your keyboard to return results with the instructions and help you need.
A-Z
Index: The online help also features an index of all the terms and associated topics used throughout the guide. The index sorts these terms alphabetically, then connects them with other terms and topics used in relation to each other.

Your mission during the break

Find an RFP:

Explore somewhere new to you

Exploration over the Break:

Tell us…

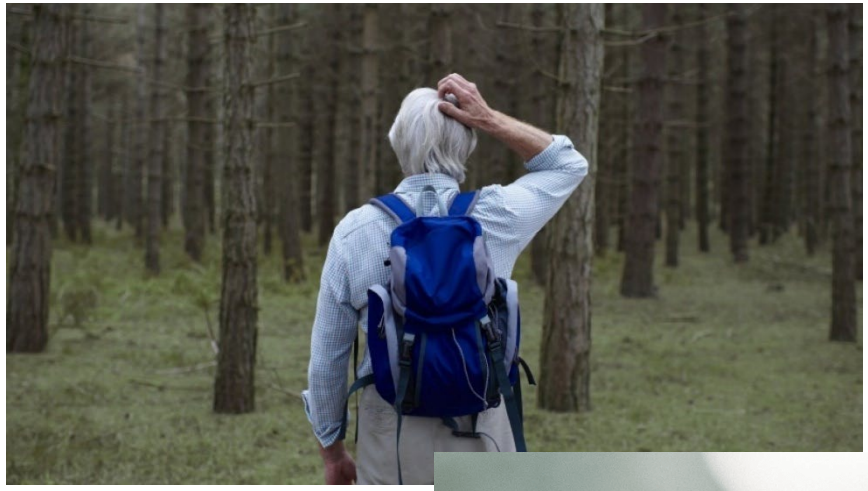
Selecting a Proposal

You Can Find Money Related to This:

A Grant Announcement Comes Out to Gather Empty Shoeboxes:

- The *funding* amount is quite *high.*
- You can find *plenty of shoeboxes* so the work can be accomplished.
- The funding agency seems to *like your organization.*
- You would be *rewarded* on your *job* if you got this much funding.
- *Do you go for it?*

Avoiding Mission Drift



- The Funding Dilemma
  - Do you settle for best fit now?
  - Do you hold out for exact fit?
- Funding should help the effort become…
  - Sustainable
  - Focused
  - Productive
- Stick to your plan.

Do Your Homework

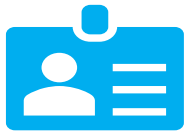
Read all the guidelines …

with a highlighter …

not at bedtime!

Assessing an Opportunity: What is the Likelihood of Getting Funded?

WHAT ARE THE PRIORITIES?



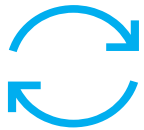
WHO CAN APPLY?

IS THERE A GEOGRAPHIC INTEREST?

HOW MANY PROJECTS WILL BE FUNDED?

HOW MUCH IS AVAILABLE PER GRANT?

WHAT KINDS OF PROJECTS HAVE BEEN FUNDED?



WHAT IS THE FUNDING CYCLE?

WHAT IS THE DEADLINE FOR SUBMISSION?

Does the Grant Allow for the Resources You Need?

- What kinds of things can be included?
- Is funding available upfront or by reimbursement?

Does the Timeline Match Our Needs?

- When is the proposal due?
- When will funds be awarded?
- What is the start date?
- How long will funding last?

Can We Make a Strong Case?

Practice!

Using the “Assessing an Opportunity” handout, practice identifying information from the RFP you found or the one provided.

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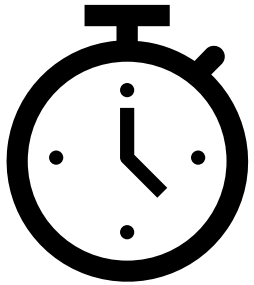
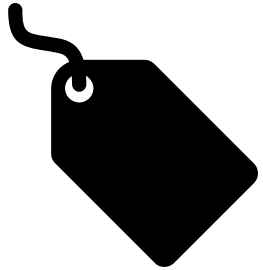
Ultimately…

Is writing worth the investment of:



Time

Energy



Resources

Likelihood of Funding

Do We Have Capacity?

Write

Manage

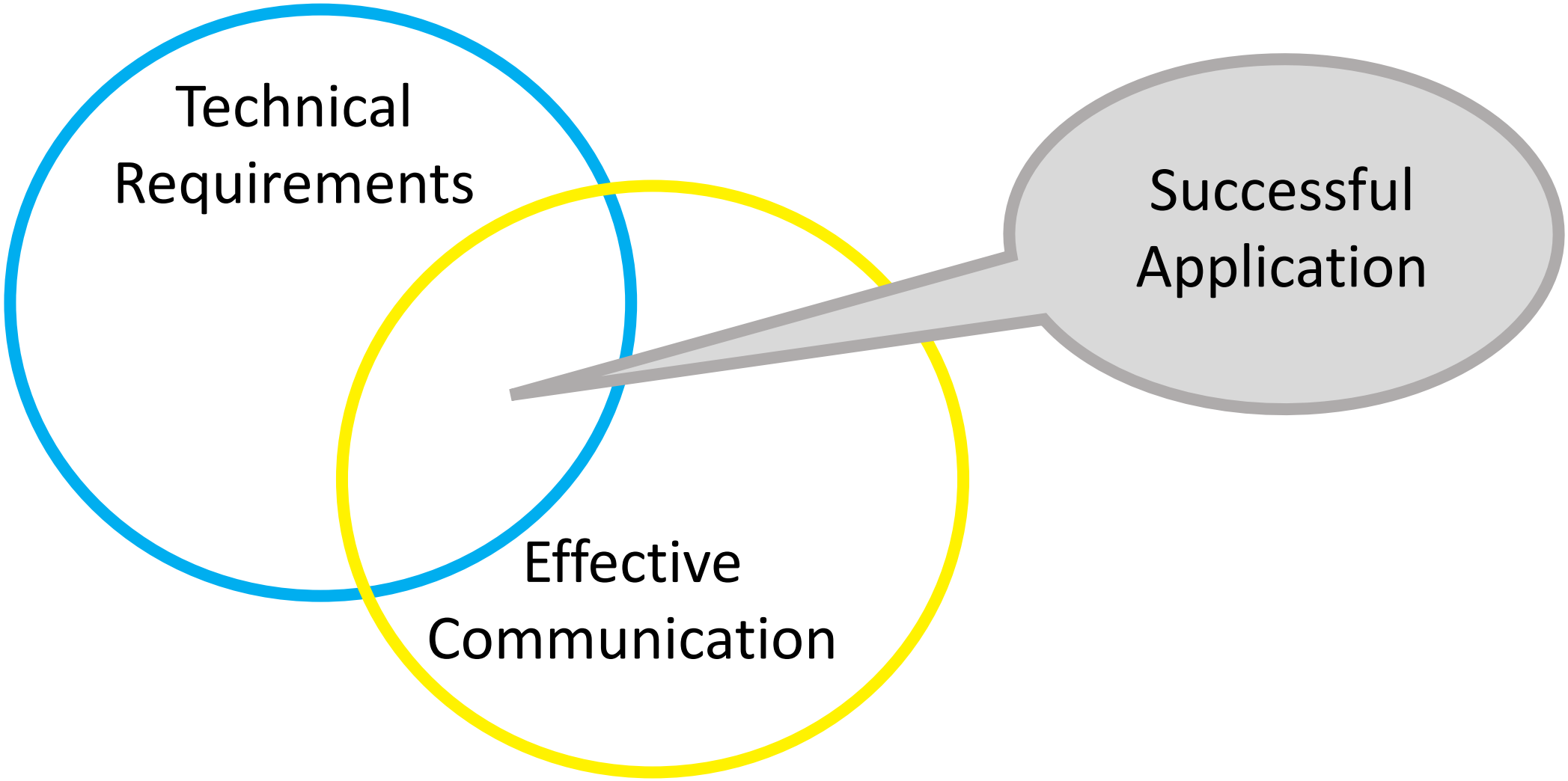
Debrief

What was your biggest “ah ha” from this section on choosing a proposal?

RFP: Technical Parts

1. Cover Sheet (form)
2. Project Summary
3. Project Narrative
4. Bibliography
5. Facilities & Other Resources
6. Equipment Documentation
7. Other Attachments (e.g., support letters)
8. Senior/Key Personnel (and data, e.g., CVs)
9. Budget
10. Budget Justification

TECHNICAL Meets COMMUNICATION



Key Concepts for Successful Grant Writing

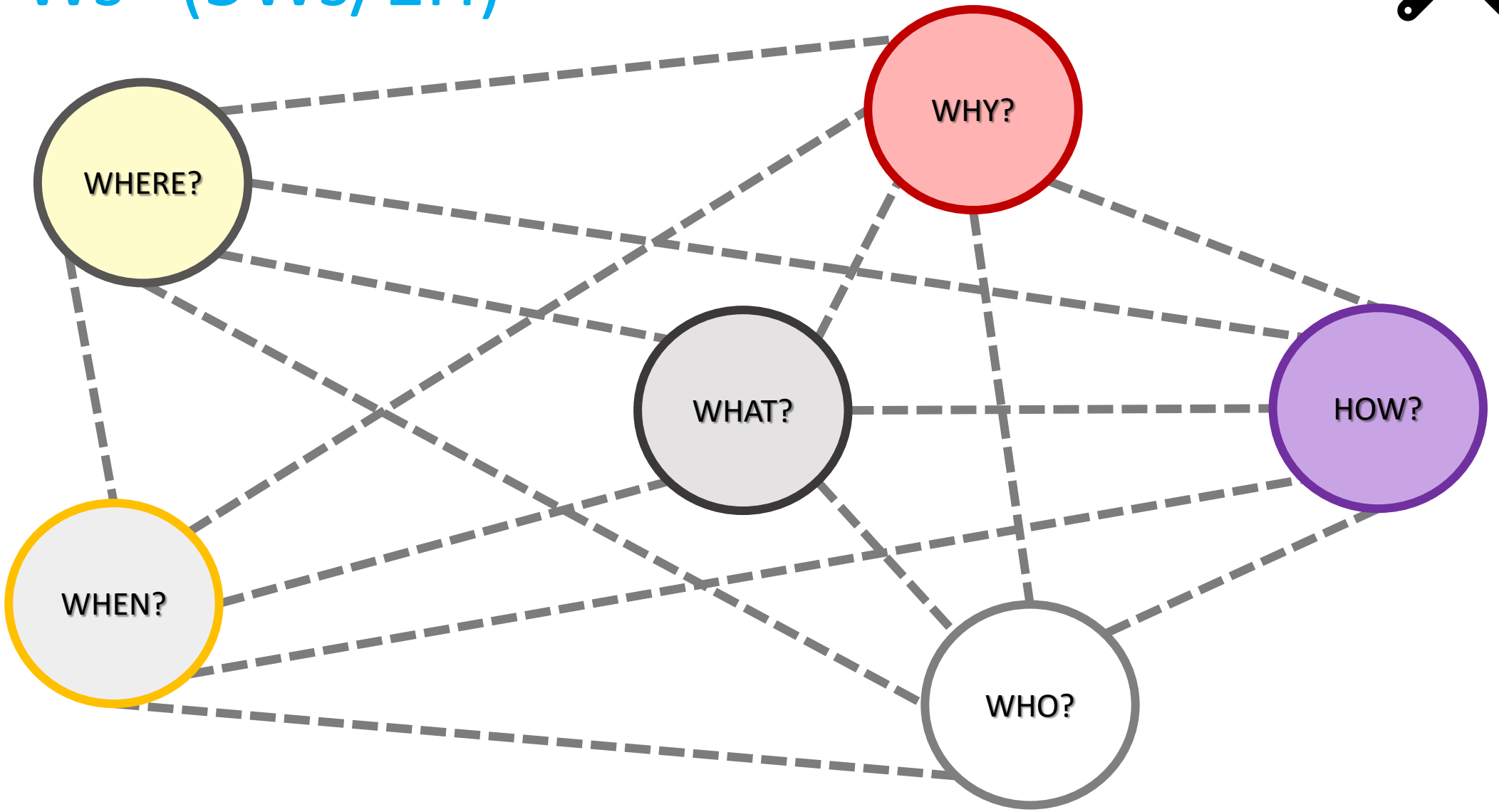
- Storytelling
- Connect the dots
- SMART goals/objectives
- Feasible
- Logical
- Credible
- Accountable

Project Narrative Requirements

General Format

1. Introduction/Problem Statement
2. Additional Background
3. Proposed Solution (goals/objectives)
4. Proposed Approach
5. Specific Tasks
6. Deliverables
7. Timeline
8. Expected Outcomes

6 “Ws” (5Ws/1H)



What?

Goals/Objectives

- Think: goals and objectives
  - Goals: broader outcomes
  - Objectives: specific actions

- Do your homework
- Agency priorities
- Are they feasible

Key concepts: goals/objectives, feasible

Who?

It Takes a Team

- Do I have the expertise?
- One aspect of “feasible” = right team
- Connect the dots: *who* → *objectives*
- How much will my team cost?

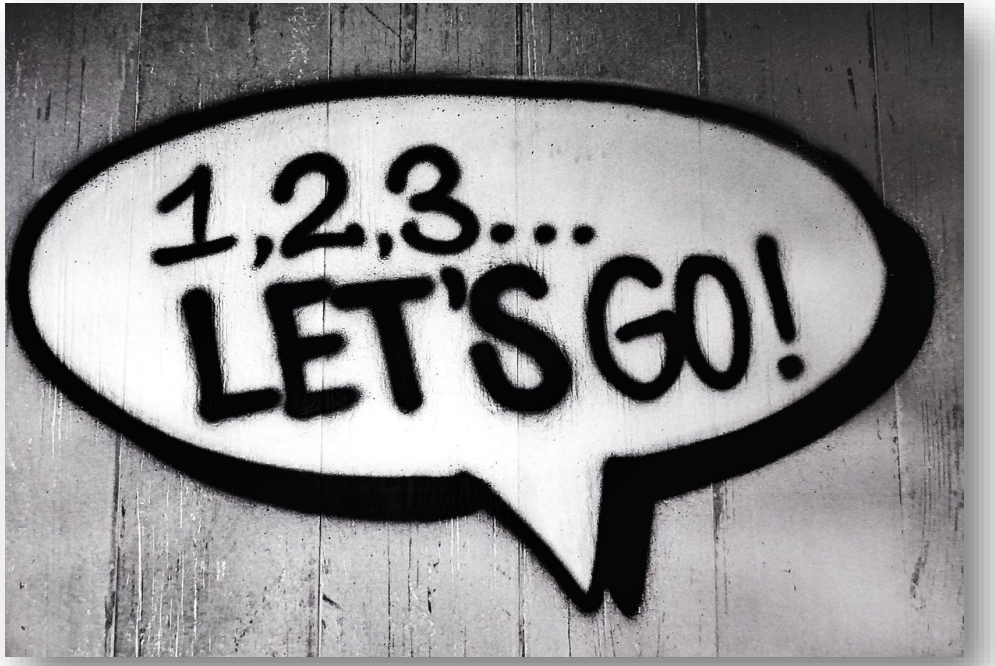
Key concepts: feasible, connect the dots

Why?

Tell the Story

- Why doing it matters?

- Connects more dots:
  - Justifies WHAT and WHO
  - Does it match agency priorities?



Key concepts: Storytelling, connect the dots

How?

The Approach

- Strategy for specific “tasks”
- Connect more dots: WHO does WHAT
- Credibility → Feasibility: right expertise?
- Logical → credible: does approach work?

Key concepts: credible, logical, feasible, connect the dots

When?

Timeline

- Connects more dots: WHAT, HOW, WHO
- Sequence of WHAT via HOW by WHO
- Benchmarks:
  - Meeting deadlines → accountability
  - logical and feasible given RFP

Key concepts: connect the dot, logical, feasible, accountability

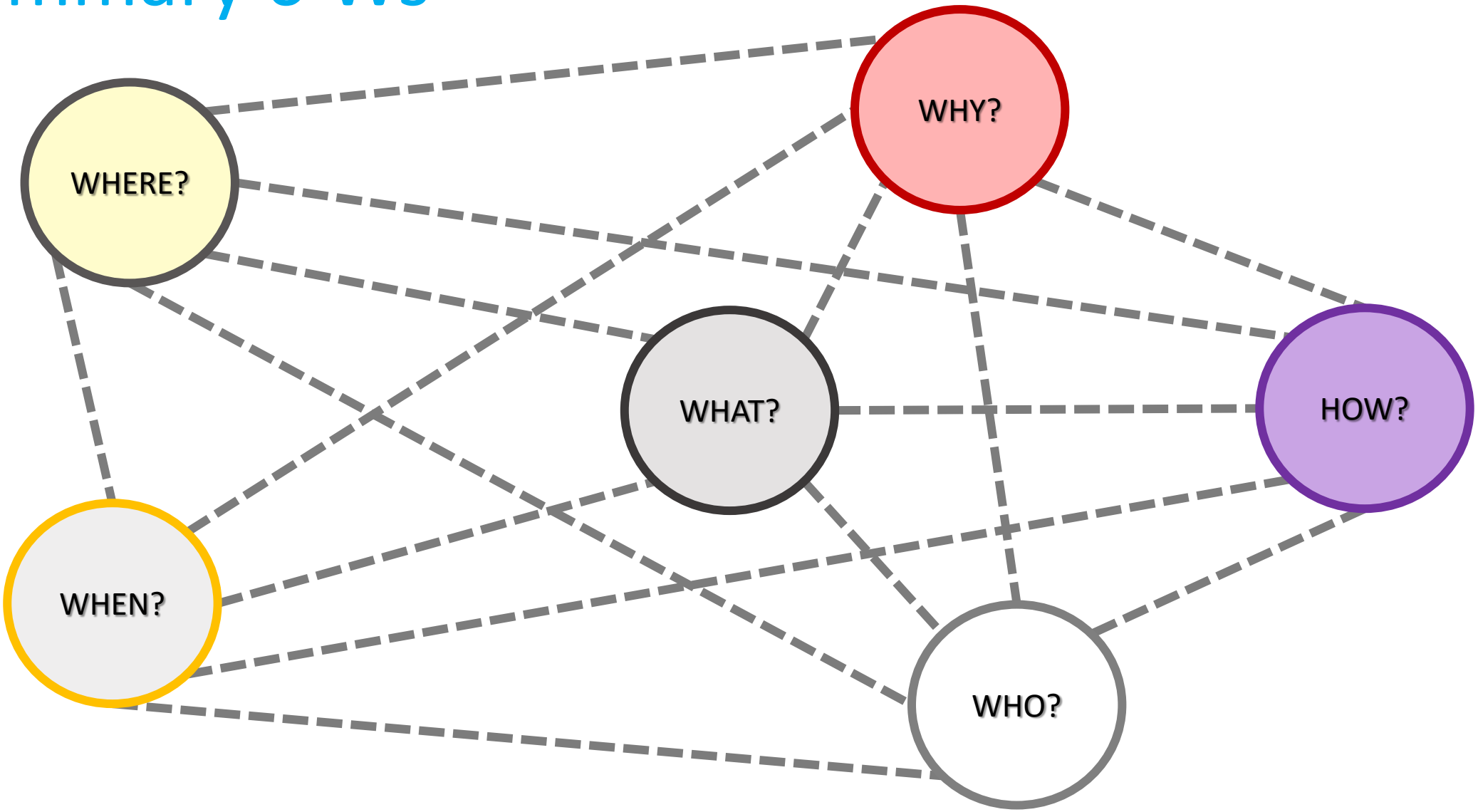
Where?

Location

- RFP requirements may include place:
  1. Research developed
  2. Surveys implemented
  3. Data is housed
- Connects: WHAT, WHO, HOW, WHEN

Key concepts: connect the dots

Summary 6 Ws



Breakout & Discussion Activity: What's Missing?

Summary: *The overall goal is to encourage and assist socially disadvantaged farmers and ranchers, veteran farmers and ranchers, and beginning farmers and ranchers with owning and operating farms and ranches and in participating equitably in the full range of agricultural, forestry, and related programs offered by USDA. In this activity excerpted statements from a recently funded USDA 2501 proposal have been extracted and modified. The objective for each team is to identify ways to strengthen the content within each of the statements. Did the writer respond to what the RFA was asking? Are you able to identify what's missing?*

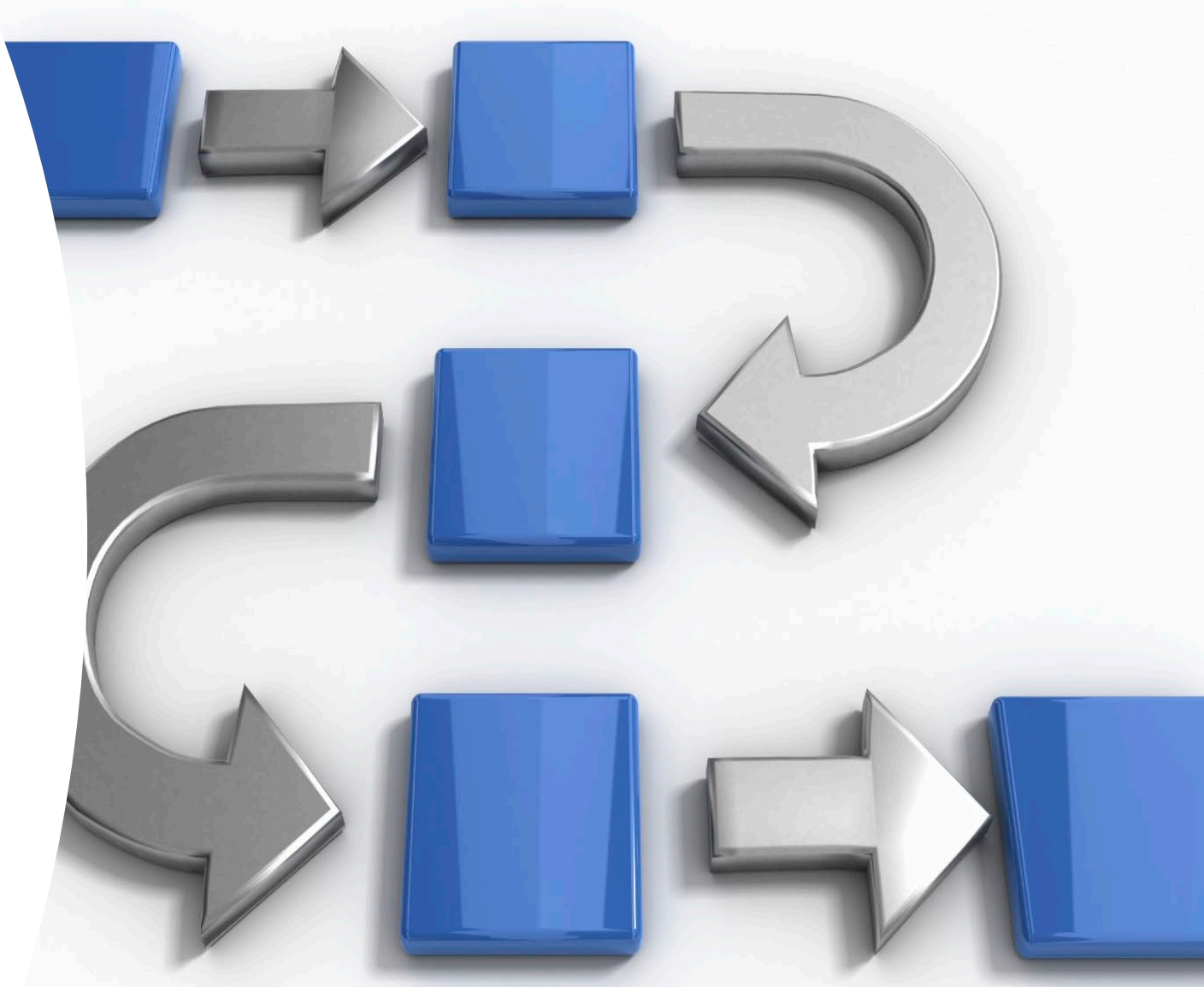
As a group:

1. Identify a team member to "report out" when we return to our full group. Each person will have 60 seconds to report out.
2. Review the assigned activity excerpt and identify what would make these statements stronger.

Report Out

Spokesperson for each team:

“This is what we thought would have made this excerpt better…”



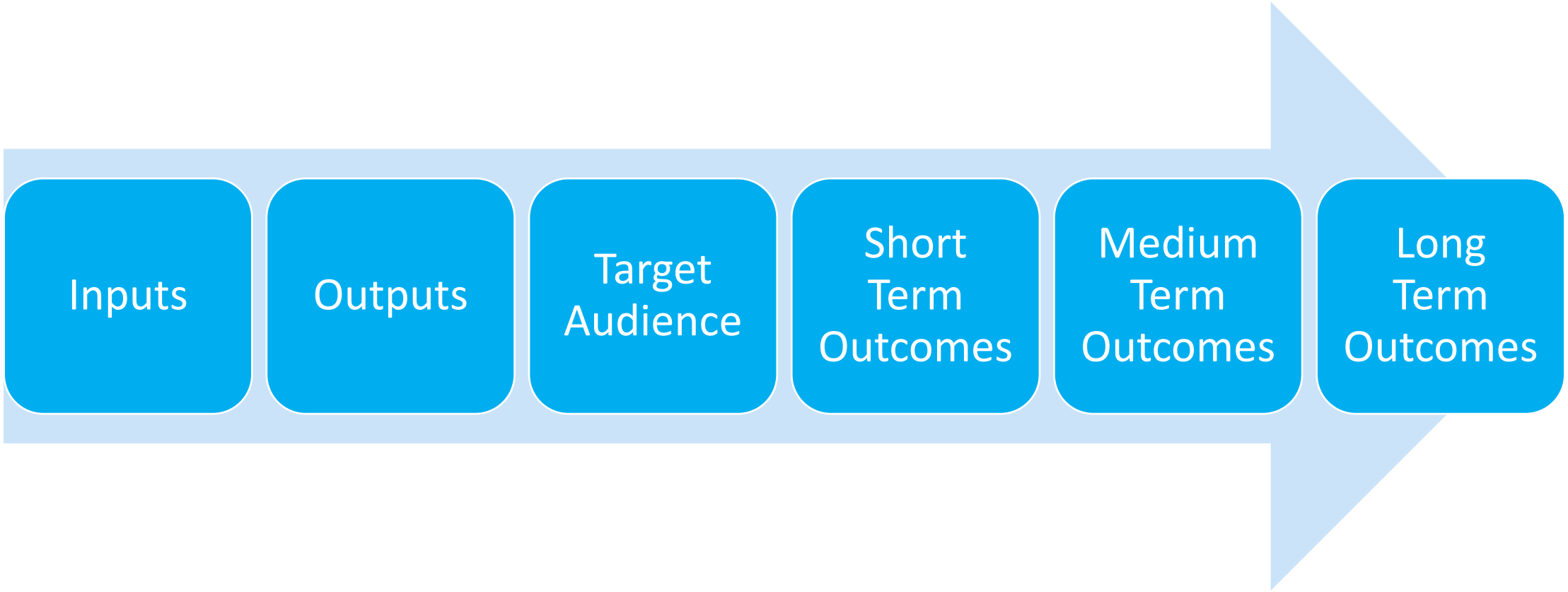
Writing a Proposal, Part 2

Logic Model & Evaluation Plan

RRDC Regional Rural Development Centers

USDA

Logic Models – Keeping It Simple



Guiding with Simple Questions

Inputs	Outputs or Strategies	Target Audience	Short Term Outcomes	Medium Term Outcomes	Long Term Outcomes
What resources do you have to support your actions?	What actions will you take to guide the target audience to change?	Who needs to take action?	What Attitudes, Knowledge or Skills are needed to lead to changes in Behavior?	What Behavior changes will lead to the Condition you want to change?	What Condition to you want to change over time?

A Simple Example

Goal: Train Socially Disadvantaged Farmers & Ranchers (SDFR) to successfully develop grant proposals in 18 months.

Inputs	Outputs or Strategies	Target Audience	Short Term Outcomes	Medium Term Outcomes	Long Term Outcomes
Resources	Actions	Who	Attitudes, Knowledge or Skills	Behavior	Condition
					SDFR participants increase operating capital for farm business.

A Simple Example

Goal: Train Socially Disadvantaged Farmers & Ranchers (SDFR) to successfully develop grant proposals in 18 months.

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Resources	Actions	Who	Attitudes, Knowledge or Skills	Behavior	Condition
			SDFR participants: • Learn where to find grant opportunities (Knowledge) • Demonstrate skills related to grant writing (SMART goal, logic model, budget, etc. (Skill)	SDFR participants write successful grant proposals	SDFR participants increase operating capital for farm business.

A Simple Example

Goal: Train Socially Disadvantaged Farmers & Ranchers (SDFR) to successfully develop grant proposals in 18 months.

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Inputs	Outputs or Strategies	Target Audience	Short Term Outcomes	Medium Term Outcomes	Long Term Outcomes
Resources	Actions	Who	Attitudes, Knowledge or Skills	Behavior	Condition
	Offer training workshop to include: • Where to find grant opportunities • How to select a grant opportunity • How to respond successfully to an RFP • Preparing to manage a grant	Socially Disadvantaged Farmers & Ranchers (SDFR)	SDFR participants: • Learn where to find grant opportunities (Knowledge) • Demonstrate skills related to grant writing (SMART goal, logic model, budget, etc. (Skill)	SDFR participants write successful grant proposals	SDFR participants increase operating capital for farm business.

A Simple Example

Goal: Train Socially Disadvantaged Farmers & Ranchers (SDFR) to successfully develop grant proposals in 18 months.

Inputs	Outputs or Strategies	Target Audience	Short Term Outcomes	Medium Term Outcomes	Long Term Outcomes
Resources	Actions	Who	Attitudes, Knowledge or Skills	Behavior	Condition
Land Grant University Computer lab	Offer training workshop to include: • Where to find grant opportunities • How to select a grant opportunity • How to respond successfully to an RFP • Preparing to manage a grant	Socially Disadvantaged Farmers & Ranchers (SDFR)	SDFR participants: • Learn where to find grant opportunities (Knowledge) • Demonstrate skills related to grant writing (SMART goal, logic model, budget, etc. (Skill)	SDFR participants write successful grant proposals	SDFR participants increase operating capital for farm business.

Now to Measure Success

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Evaluation Tool – Works with the Logic Model

	Outputs or Strategies	Target Audience	Short Term Outcomes	Medium Term Outcomes	Long Term Outcomes
Outcomes to measure					
What you need to know					
Who has the information					
How will you get the information					
How often will you collect					

Step 1: Move What You Need to Measure from Logic Model

Inputs	Outputs or Strategies	Target Audience	Short Term Outcomes	Medium Term Outcomes	Long Term Outcomes
Resources	Actions	Who	Attitudes, Knowledge or Skills	Behavior	Condition
Land Grant University Computer lab	Offer training workshop to include: • Where to find grant opportunities • How to select a grant opportunity • How to respond successfully to an RFP • Preparing to manage a	Socially Disadvantaged Farmers & Ranchers (SDFR)	SDFR participants: • Learn where to find grant opportunities (Knowledge) • Demonstrate skills related to grant writing (SMART goal, logic model,	SDFR participants write successful grant proposals	SDFR participants increase operating capital for farm business.

	Outputs or Strategies	Target Audience	Short Term Outcomes	Medium Term Outcomes	Long Term Outcomes
Outcomes to measure	Offer training workshop	SDFR	• Learn where to find grant opportunities • Demonstrate grant writing skills	Participants write successful grant proposals	Participants increase operating capital

Step Two: Answer the Questions on the Left for Each Item You Want to Measure

	Outputs or Strategies	Target Audience	Short Term Outcomes	Medium Term Outcomes	Long Term Outcomes
Outcomes to measure	Offer training workshop	SDFR	• Learn where to find grant opportunities • Demonstrate grant writing skills	Participants write successful grant proposals	Participants increase operating capital
What do you need to know?	Number of workshops conducted	Number of attendees	What participants learned	Number of successful proposals written	Amount of grant funding received
Who has the information?	Instructor	Instructor	Participants	Participant	Participant
How will you get the information?	Gather copies of agendas from instructors	Sign-in sheets from instructors	Post-workshop evaluation OR in class practice	Check-in calls with participants	Anonymous survey
How often will you collect?	After each workshop	After each workshop	After each workshop	Quarterly	Annually

In Chat:

What is the biggest challenge you face in constructing a budget?

Constructing the Budget

1. Internal staffing (salaries and benefits) – Project manager, trainers, financial manager, evaluator, etc.
2. Contracts for people outside your organization
3. Equipment
4. Travel (domestic, international)
5. Materials and supplies
6. Meeting expenses (rental space, room setup, etc.)
7. Other “direct costs”
8. Indirect costs - Overhead if applicable

Note: Read your RFP for specific budget categories

Think about Your Project

Take two minutes to jot down the kinds of things you need funding to provide for your project to be successful?

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The Budget: START IN EXCEL!

	Period 1	Period 2	Period 3	Period 4	Total
Personnel:					
				5,000.00	
Smith	0.00	0.00	12,000.00	0.00	12,000.00
Doe - fringe (10%)	1,000.00	1,000.00	0.00	500.00	2,500.00
Smith - fringe (8%)	0.00	0.00	960.00	0.00	960.00
Jones - fringe (15%)	750.00	750.00	1,125.00	0.00	2,625.00
Total Personnel Costs:	16,750.00	16,750.00	21,585.00	5,500.00	60,585.00
Other Direct Costs:					
Travel - domestic to conferences	0.00	0.00	3,000.00	3,000.00	6,000.00
Travel - domestic for survey data collection		5,000.00		0.00	5,000.00
Supplies	1,000.00	2,000.00	0.00	0.00	3,000.00
Equipment	0.00	0.00	0.00	0.00	0.00
Contracts	20,000.00	20,000.00	20,000.00	0.00	60,000.00
	37,750.00	43,750.00	44,585.00	8,500.00	
INDIRECT COSTS (42.85%):	16,175.88	18,746.88	19,104.67	3,642.25	57,669.68

Getting Started with Federal Grants

Three Important Steps:

1. Get a Unique Entity Identification (UEI) - replaces DUNS # - one time process

2. Register on System for Award Management (SAM) SAM.gov – renew annually.

3. Register on Grants.gov

Managing Your Funding – Thinking ahead

How do you manage your personal or business finances?

This is Serious!

Reality check:

Misusing funding can cause you to have to return funds or even result in not being able to apply for funding ever again.

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Best Practices for Money Management

- Keep receipts and other documentation of expenses.
- Regularly record expenses – as soon as spent.
- Make sure expenses match with objectives.
  - Example – Travel
- Make sure you are keeping in line with budget line items and totals.
- Communicate regularly with program officer if you need to adjust your budget. Prior approval typically required.

Insider Tips

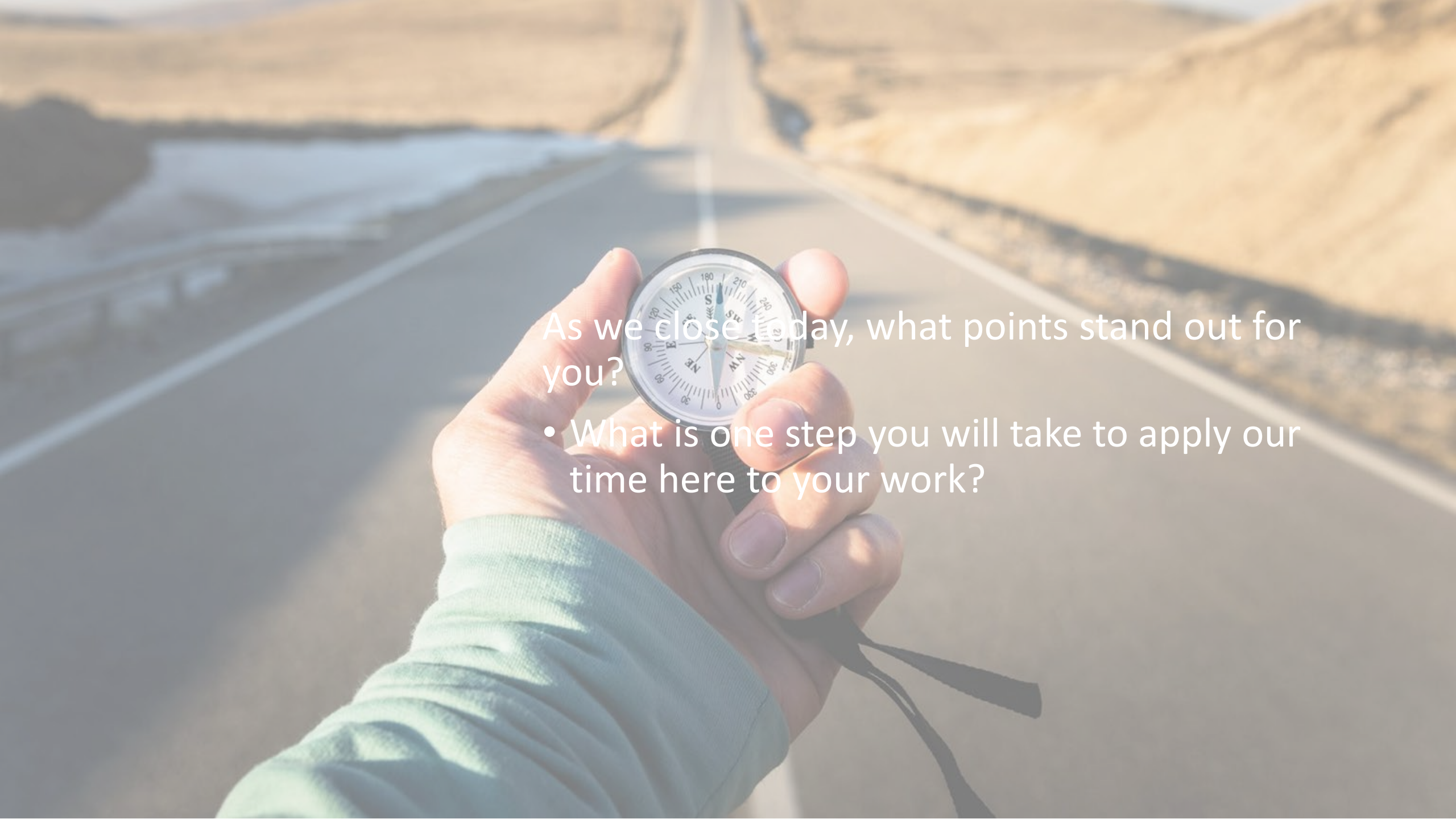
- Understand review process
- It take a team!
- Stakeholder input/participation
- Incorporate agency priorities
- Revise, iterate, proofread
- Evaluation plan
- What would you add?

Expanding the Toolbox

Process:

- Discuss together
- Work in partnership

What other tools would make your work in writing grants easier?



As we close today, what points stand out for you?

- What is one step you will take to apply our time here to your work?

Your Questions

- Photo by Matt Walsh on Unsplash

Get in Touch

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DIVISION OF AGRICULTURE

RESEARCH & EXTENSION

University of Arkansas System

Thank you!
I appreciate the opportunity to join you today.