Let's Talk About Grants: Parts of an Application Transcript

Slide 1: Welcome to Part 3 of the webinar series Let's Talk About Grants: Parts of an Application from the Erie County Office of Health Equity. This series of videos is intended to be an introduction to grants and grant writing, covering the basics.

Slide 2: In Part 1, we talked about grants and funders. In Part 2, we discussed eligibility and finding the right funding opportunity to meet your needs and goals. In Part 3, we'll be talking about grant applications and their component parts.

Slide 3: Every grant application and grant funder is different and may ask for different information as part of the application or proposal for their grant. Read the request for proposals or RFP carefully to find out what must be included in your application. However, common grant application elements include: a Letter of Intent or Letter of Inquiry or LOI, a cover letter or cover sheet, the application or proposal itself a budget, a budget narrative, Letters of Support (LOS) or Letters of Commitment (LOC), and attachments. Let's go through these one by one.

Slide 4: A Letter of Intent or Letter of Inquiry (LOI) is a short letter describing your organization and specific funding request that is sent to the funder before a full grant proposal. Some foundations prefer this, and some federal and state grants request or require an LOI. A cover letter or cover sheet is sometimes requested as the first page of a grant application. A cover letter is a one-page letter introducing the applicant and summarizing the proposal. A cover sheet, which may also called a face page, must contain specific information requested by the funder, who may provide a specific form.

Slide 5: An application or proposal is the full, detailed grant request in which you can tell your story, summarize the problem you hope to address and describe your proposed project in as much detail as possible within the space allowed. Funders may request a specific format, such as filling answers to a list of questions they provide, or may allow the applicant to choose any format. Most grant applications have a limit on how long they can be, which may be listed as the number of pages, words, or characters that are allowed. Make a note of any of these limits, and make sure you follow them, or your application may be thrown out. It may help to write things out using as much space as needed first, then going back through to edit your application down to fit within the maximum length.

Slide 6: A budget is the financial plan for each grant period. Includes the estimated cost of everything you need for the project, including staff and materials. Budgets are divided into budget lines, or categories. Many funders will provide a budget form. They may also provide a list of what funds can and cannot be spent on ("allowable" or "not allowable"). Every planned expense should be explained. The funder must approve the final budget. A budget narrative is a written description of the purpose of each expense, often including an explanation of how the dollar amounts were calculated. For example, listing the price per unit and number of units needed. May

also be called a budget justification. We go into budgets and budget narratives in more detail in Part 5: Budget Basics.

Slide 7: Letters of Support and Letters of Commitment are written letters from other organizations that, in the case of a Letter of Support, shows their support for your project or, in the case of a Letter of Commitment, describes the role they will have in the project if it is funded. These letters may be required or optional. Attachments are other documents the funder wants included with the application. Attachments may be required or optional. Examples of requested attachments include resumes of key staff, organizational charts, and proof of nonprofit status or fiscal sponsorship. Read the funder's instructions carefully.

Slide 8: The Let's Talk About Grants video series is meant to be an introductory overview of grants. Each of your organizations is unique and each grant opportunity is different. The Erie County Office of Health Equity provides free, personalized grant technical assistance for community organizations and groups serving minority, marginalized, and underserved communities in Erie County. We can help with finding grants that are a good fit for your organization and applying for grants including planning and editing. We can provide free templates for grant documents including letters of commitment and support and workplans, and examples of grant documents like budgets and budget narratives. We can also assist with grant reporting and with data and evaluation with the help of our epidemiology team. Scan the QR code or use the contact information on this slide to get in touch with our office.

Slide 9: Thank you for watching Part 3 of the webinar series Let's Talk About Grants: Parts of an Application, a production of the Erie County Office of Health Equity. To download a PDF copy of the slides from this video with clickable links or a video transcript, visit erie.gov/grantsupport. Parts 1 and 2 and 4-7 of the Let's Talk About Grants video series cover: Grants & funders, Eligibility & finding the right grant, What to include in a grant proposal, Budget basics, Timelines from start to finish, and Resources. To watch another video in the series or for more information, visit erie.gov/healthequity.