

LET'S TALK ABOUT GRANTS: WHAT TO INCLUDE IN A GRANT PROPOSAL



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LET'S TALK ABOUT GRANTS

1. Grants & funders
2. Eligibility & finding the right grant
3. Parts of an application
4. **What to include in a grant proposal**
5. Budget basics
6. Timelines from start to finish
7. Resources

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EVEN MORE GRANT TERMS TO KNOW

Goals & Objectives

The short, medium and long term results or changes you want the grant program to achieve. Objectives are smaller, more specific and measurable steps to reach larger goals.

Goal: Increase knowledge and skills of sexual and reproductive health among youth on Buffalo's East Side.

Objective: By December 31, 2025, deliver 50 one-session evidence-based sexual and reproductive health interventions to youth in community settings on Buffalo's East Side.



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Outcomes

The benefits or changes you hope will happen as a result of the grant project, such as lower rates of an illness in a community or improved mental health among participating youth.

Example outcome: Reduce rates of unplanned pregnancy, HIV and STIs among youth who live on Buffalo's East Side.



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Deliverables

The direct, tangible results of grant activities, such as number of people engaged, hours of service provided or materials developed. The activities you are agreeing to complete in exchange for grant funding.

Work Plan

A written action plan that outlines all of the steps of a project. Can include goals, objectives, tasks, outcomes and deliverables as well as team member responsibilities and timelines.



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Evaluation

An assessment of the results of a grant, including what was or was not accomplished, whether the project was completed as planned, and whether the intended goals and outcomes were met.

Reports and Reporting

Scheduled updates to the funder during or at the end of the grant period summarizing or describing the project activities and/or spending to date. May be requested monthly, quarterly, annually or at the end of the grant (final report).



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WHAT TO INCLUDE IN A GRANT PROPOSAL

Every funder will have their own application and requirements that must be followed. Many funders use a rubric to score each application. However, a strong grant proposal will:

- Describe the problem you want to address.
 - Who is affected, and how?
 - Why should the funder care about this problem?
 - Why is this problem occurring?
 - Why is it important to address it now?
- Use research and data, including statistics and stories, and avoid making assumptions.



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WHAT TO INCLUDE IN A GRANT PROPOSAL



State the outcomes you hope the program will achieve with the grant funding. A funder may also call these objectives, results or goals.

Set outcomes that:

- Are specific
- Can be measured
- Align with your overall values and goals
- Can be met within the amount of time



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WHAT TO INCLUDE IN A GRANT PROPOSAL

Set outcomes that:

- Are specific
- Can be measured
- Align with your overall values and goals
- Can be met within the amount of time

Increase knowledge and skills of sexual and reproductive health among youth on Buffalo's East Side.

By December 31, 2025, deliver 50 one-session evidence-based sexual and reproductive health interventions to youth in community settings on Buffalo's East Side.



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WHAT TO INCLUDE IN A GRANT PROPOSAL

Say how you plan to address the problem and achieve the outcomes. Describe what your organization will do when you get the grant. Include how you will measure and report success. Explain what you will do like you would explain the project to someone who knew nothing about it.



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WHAT TO INCLUDE IN A GRANT PROPOSAL

When describing your project, include:

- Who will be served by the program? Who will do the work?
- What will happen? What strategies will you use?
- When will it happen? Include a timeline of all of the program activities.
- Where will the work take place?
- How will the outcomes be achieved? How will you measure and document progress?
- Why should the funder choose your program? Why are you the right organization to address the problem (are you experienced, trusted, etc.)?



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PREPARING FOR FUTURE GRANTS

If you are not ready to apply yet, or have not found the right grant opportunity, there are still things you can do now to prepare.



Write a description of your organization.

Include your mission and goals, priority populations and community, partners and assets, and a brief history.



Write a description of past (or current) projects.



Write a description of the project or program you are trying to fund.

Use these slides to help you describe the problem, desired outcomes and plan for your program. If possible, create a sample budget.



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Find clickable links at
erie.gov/grantsupport

GET FREE GRANT HELP

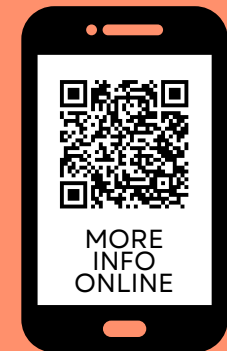
The Office of Health Equity provides free grant technical assistance for organizations and groups serving minority, marginalized, and underserved communities in Erie County.

WE CAN HELP WITH:

- ✓ Finding grants
- ✓ Applying for grants
- ✓ Data & evaluation
- ✓ Grant reporting



FIND OUT MORE



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