



Demystifying Grants*

*It's easier than rocket science



The Cardinal Rules of Grant Writing

1. Follow the instructions



Project Narrative

The Project Narrative must be **double-spaced**, on 8 ½" x 11" paper with 1" margins on both sides, and a standard font size of not less than 11, preferably Times New Roman or Arial. The entirety of the Project Narrative, **including** tables, graphics, and headings must be double-spaced, and of a standard font size of not less than 11. You can use smaller font sizes to fill in the Standard Forms and Sample Formats outside of the Project Narrative section, such as the Project Work Plan and Budget Narrative/Justification.

Twenty pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of

Specific Information

Please submit the following, 3-hole punched, standard paper:

16 copies, not bound:

- a) Proposal
- b) Detailed project budget for 2019 (or the term of the project)
- c) Organization budget for 2018 (current year)
- d) Actual budget for the organization for 2017 or prior year




1 copy:

- a) Audited financial statements for the organization for the last two fiscal years
- b) IRS Form 990 for the past two years
- c) List of Board of Directors
- d) Most recent annual report for the organization
- e) Strategic/Business Plan
- f) Proof of 501(c)(3) status



The Cardinal Rules of Grant Writing

1. Follow the instructions
2. Answer the questions

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1. **Project Description:** What are your goals and objectives? Please describe the ways in which your project satisfies the applicable grant-making criteria and requirements set forth by The Board of Visitors. Please specifically address how your project is innovative.
 2. **Demographics:** Describe the size/characteristics of the population served by this project.
 3. **Action Plan & Timeline:** What activities will you undertake? What is the timeline for major benchmarks and/or project completion?
 4. **Personnel:** Who will be responsible for implementing the project? What are their qualifications and experience? What percentage of time do you expect essential personnel to devote to this project? Please describe the role of board members or other volunteers.
 5. **Organization Info:** What is your organization's mission, history, and experience? How is your organization qualified to successfully complete this project? What other organizations in the community are performing similar services? What is your history of collaborations with other organizations?
 6. **Volunteer Involvement:** Please describe and prioritize the kinds of volunteer services that your organization utilizes.
 7. **Anticipated Results & Plan for Evaluation:** What are the measurable outcomes you expect from this project? How will you determine whether your project is successful? How do you propose to measure an increase in organizational capacity resulting from BOV involvement?
 8. **Funding Strategy:** Explain how this grant money will help your organization grow and how these funds will serve as a catalyst for future expansion and the success of your program.
 9. **Funding Information:** Please provide a detailed funding plan for the project, including the names of foundation and non-foundation sources. How much financial support is
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Institutional Giving


Foundation

- Private
- Family

Corporation


- Corporate Giving
- Corporate Foundations

Government

- Local
 - County
 - State
 - Federal
- 



Where to find grant opportunities

- Foundation Directory Online
 - Arizona Guide to Grants
 - Philanthropy News Digest
 - Grants.gov
 - Government agency websites
 - Who is funding similar agencies?
- 



Want to learn more about grant writing?

- Join the Grant Professionals Association
- Take a class
 - Arizona State University
 - Private companies (GrantWriting USA, Grantsmanship Center)
 - American Nonprofit Academy
- Find a mentor
- Keep writing
 - Ask for feedback



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