



Grant Writing 101

IECA
2015

Topics to cover

- Finding the right grants
- How much money do I need or ask for?
- I picked the grant, how do I start?
- Designing the budget
- Writing the grant
- After I get the grant
- Useful resources

Finding Grants?

- What do you look for first?
 - Criteria, Is the grant right for you?
 - What kind of grant?
 - Capacity building, project, education?
 - Long Term accountability
 - Relationship to agency
- Who can apply? Govt, 501 (c)3, homeowner



What is my commitment

- Paperwork
- Management
- Time to implement



Grant Cycle

- Deadlines?
- Awards?
- Shovel-ready?
- Length of grant?



What about the money?

- How much can I get?
- Cash up front? Reimbursement?
- How long will it take to get it?
- Federal? Local? State? Private?
- Do I need cash to match?
- If its too small, is it worth it?
- What is prevailing wage?
 - www.dol.gov



What are matching funds?

- In-kind
 - Partners
 - OMB guidelines
<http://www.whitehouse.gov/omb/>
 - What are volunteers worth?
http://www.independentsector.org/volunteer_time
 - What counts, what doesn't?
- Cash match

Getting Started

- Designing a project
 - Do I need permits?
 - Schedule of work?
 - Plans ready?
- Background research
- Recruiting partners



Budget

9. Project Cost Summary Form

FINAL

If applicable, attach additional pages to the application to document the budget in more detail.

1. Direct Labor (specify labor categories)	Estimated Hours	Hourly Rate	Estimated Cost
Administration <i>staff</i>	150	\$50.00	\$7,500.00
Professional / Technical <i>smc</i>	10	\$140.00	\$1,400.00
legal	4	\$225.00	\$900.00
engineering	160	\$125.00	\$20,000.00
Direct Labor Total			\$29,800.00
2. Indirect Costs (specify indirect cost pools)	Rate	Cost Pool	Estimated Cost
Indirect Costs Total			
3. Other Direct Costs			
a. Travel			Estimated Cost
(1) Travel			
(2) Per Diem			
Travel Subtotal			
b. Equip, Materials, Supplies (specify categories)	Qty	Cost	Estimated Cost
seeds/plants (Acres)	7	\$6,000.00	\$42,000.00
catch-basins (units)	8	\$3,000.00	\$24,000.00
erosion control (acres)	7	\$3,400.00	\$23,800.00
maintenance (2 year)	2	\$7,000.00	\$14,000.00
Equipment Subtotal			\$103,800.00
c. Subcontracts			Estimated Cost
bio-swale installation (1000 linear ft @ \$120/FT)			\$120,000.00
vegetated swale install (1000 linear ft @ \$55/FT)			\$55,000.00
bio-retention zones (2800 SF @ @12.50/SF)			\$24,000.00
Subcontracts Subtotal			\$199,000.00
d. Other (specify categories)			Estimated Cost
Education; outreach <i>1500</i> signage, meeting presentations <i>Some overlap w/ Engineering</i>			\$10,000.00
volunteers education, overhead/contingency <i>prep for presentations</i>			\$13,000.00
project management <i>Nancy Reports guidance</i>			\$15,000.00
Other Subtotal			\$38,000.00
Other Direct Costs Total			\$340,800.00
4. Total (items 1 through 3)			\$370,600.00
5. Maximum Section 319 Assistance Allowed			\$222,360.00
6. Section 319 Assistance Amount Requested			\$222,360.00
60% of Total			
7. Recipient Share			\$148,240.00
40% of Total			

Writing the grant

- What message?
- How much should I write?
- What language do I use?
- Formulate arguments, who ,what, when, where, how



After I get it?

- Project management
- Grant reports
- Sign in sheets
- Accountability, long term, short term
- Permits
- Promotion of grant
- Did I budget enough?





Summary

- Is the grant right for me?
- Is it worth the time commitment?
- Can we afford it?
- Do I have someone to manage it?
- Can I maintain the project after?
- How do I parlay the grant for more?

Useful resources

- EPA website,
<http://www2.epa.gov/home/grants-and-other-funding-opportunities>
- OMB, <http://www.whitehouse.gov/omb/>
- Volunteer values
http://www.independentsector.org/volunteer_time
- Prevailing wage site,
<http://www.dol.gov/whd/recovery/pwrb/toc.htm>

Questions?



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