Preparing Grant and Funding Proposals

MCDP
MUNICIPAL CAPACITY
DEVELOPMENT PROGRAM

Agenda

- Where do you start?
- What information do funders need?
- Basic components of a proposal
- Most common mistakes on applications
- Tips for proposal success
- Grants and where to find them

So, you've found an opportunity for funding...

- Funding Agency information
- Grant contact information
- Contact funding agency to find out/confirm:
    - Deadlines
    - Application Process
        - Prerequisites
        - Reporting
    - Rating criteria

Where do you start? Have a plan!

Have a plan in place will help you:

- Have quicker reaction time to tight grant deadlines
- See more grant opportunities
- Fit grants to your priority projects

PROACTIVE rather than REACTIVE

Building Partnerships

- Can benefit the success of the application
- Who in the community/region would benefit from being a partner
- Partners can be other municipalities and/or community groups
- Approach potential partners with your efforts, why they can benefit, and what they will contribute
- Gain commitment
- Keep them involved.

Information for Funders

- WHO?
- WHAT?
- WHEN?
- WHERE?
- WHY?
- HOW?

Basic Components of a Proposal

Sections of a grant proposal:

1) Cover letter
2) Abstract
3) Table of Contents
4) Introduction
5) Problem statement
6) Project Description- Objectives, design, monitoring and evaluation
7) Budget and Future funding
8) Appendix- i.e. pictures

Cover Letter

- Provide a very brief introduction to you and your project
- State the amount of funding that you are applying for and from what fund
- Can refer to earlier discussions had with the funding agency

Always remember to be clear and concise!

Proposal Abstract

- The abstract summarizes the entire proposal.
- It must clearly outline the:
  - problem
  - solution
  - funding requirements
  - organization (community) and its expertise

Table of Contents (TOC)

- A reference page used to locate key areas of the proposal

- Should include the exact title of a sections and on what page it can be located

- In some cases, you can include hyperlinks which automatically take to you the requested section

Introduction:
The 'Who'

- Brief background of your organization
- Who does your organization represents?
- Expertise and experience of the organization and/or individuals working on the specific project

Problem Statement: The 'Why'

- States the problem

- Use examples to prove the "why"

- Should state:
  - who will be affected
    - costs of inaction
  - what (if anything) is being done now

Stress the importance of addressing the problem!

Project Description:
The 'How'

Goal: Desired overall outcome (general)

Objective:

- Identify the 'solution(s)' to the problem
- How do you propose to fix/address the problem?
- What hasn't worked?
- How does the proposed solution(s) complement what has already or is currently being done?
- Timeframe

Project Description:

The 'How'

Design/Method:

- Details how you plan to meet your objectives e.g. action items

- Timeline(s)

- How you will measure whether you've met your objectives? E.g. baseline – targets/ benchmarks /milestones

Project Description:
The 'How'

More project details:

- Who will be responsible for managing the project?
- Who will work on which action items? What are their qualifications?
- Accountability measures
- Budget

Budget and Future Funding Opportunities

- Overall amount required to complete the project
- Detailed costs per action item/portion of the project
- Overview of other financial and in-kind contributions
- Amount requested from funder
- Explanation of requested amount
- Add estimates and RFPs

Budget and Future Funding Opportunities

	Cost	In Kind Contribution	Other Funding	This specific funder
Phase #1	$XXX.XX	…	$XXXX.XX	…
Phase #2	$XXX.XXX	…	……	$XXX.XXX
Etc.				

- Explanation of amounts requested

Appendices

- Estimates
- Pictures
- Letters of Support
- ….

Common Mistakes- identified by Funders

- Not asking questions
- Sending in incomplete applications
- Sending in late applications- past the deadline
- Forgetting to state the _who_, _what_, _when_, _where_, _why_ and _how_ of your project.
- Not researching the grant/funding information

Barriers of Funding Opportunities

- Timelines
- Unclear instruction
- Not enough joint focused grants
- Min. and Max. caps not suitable for small projects
- Resources expended to apply for funding
- Requisites i.e. quotes, feasibility studies
- Rely heavily on grants to remain sustainable (core funding)
- Hard to make contact
- Technical difficulties – online application crashes
- No main resource to find funding
- Some applications don't allow for Box addresses

Tips for Proposal Success

- Be clear and concise
- Research funding agencies and grant/funds applying for thoroughly
- Make sure you know whether grants can be stacked
- Have a back up plan if you are contemplating stacking grants
- Use the 'language' of the funding agency
- Ask questions
- Request successful applications from previous years (if applicable)
- Document community and other support where applicable
- Work together

Tips for Proposal Success

- Have someone review your draft.
- Don't wait until the last minute to begin planning or proposal writing
- Don't abbreviate terms
- Have support documents (pictures, estimates)
- An incomplete applications is always better than no application if you have time constraints
- Find out why your application was denied
- Ask for successful applications for reference
- Include something from the heart – testimonials

Where to Find Grants

- SUMA website – www.suma.org
- Focus Areas include:
  - Economic Development
  - Infrastructure
  - Public Safety
  - Community Development
  - Housing

Where to find Funding Sources- Municipalities

- Provincial Government – www.gov.sk.ca
  - Municipal Affairs – http://www.municipal.gov.sk.ca/Programs-Services

- Federal Government – see handout

Where to Find Funding Sources- Business

- **Provincial Government –** www.gov.sk.ca
  - Enterprise Saskatchewan - http://www.enterprisesaskatchewan.ca/programs%20services

- **Federal Government – see handout**
  - Can-Sask Business Service Centre – www.canadabusiness.ca/sask
  - Community Futures – http://www.sunrisecommunityfutures.com/

Where to Find Funding Sources- Cultural

- SaskCulture - http://www.saskculture.sk.ca/funding/

- Canadian Heritage Financial Support Programs – www.pch.gc.ca

- Canadian Council of the Arts - http://www.canadacouncil.ca/grants/

Other Sources of Funding

- Milestone funding
- Crown Corporations (Saskpower, Saskenergy, Sasktel)
- Major organizations in the area
- Casinos
- Local Businesses
- Credit Unions
- Service Clubs

Contact Information

Email us:

municipalcapacity@sarm.ca

or

Visit our website:

www.municipalcapacity.ca