

# Grant Writing 101

- Elevate Training & Grant Solutions
- Solutions That Serve and Strengthen
- Things you need to know before writing a grant
- **Purpose of Grant Writing**
- Grant writing is the process of securing funding from public or private sources to support projects, programs, or operations.

\*\*\*Successful grant writing connects an organization's mission, needs, and impact to a funder's priorities and interests.





# Prospect Research

- Identify funders aligned with your mission.
- Review eligibility criteria, funding priorities, deadlines, and award sizes ( this takes time looking and researching for grants) Not all grants you can qualify for.
- Use databases like Grants.gov, Foundation Directory, or state/local funding portals, and scholarship funding.
- If you are a non-profit, then there are many grants out there from small to larger ones.

**Me trying to explain to funders  
how our missions are aligned**



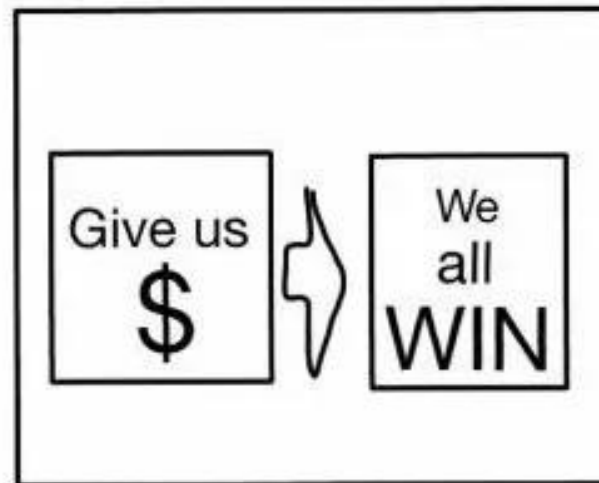
# Planning & Pre-Writing

- Gather required documents (EIN, UEI number, Sam.gov board roster, budget, audited financials, etc.).
- Know you're ceiling and floor amounts on grants.
- Define the project: who you will serve, what you will do, why it matters, and how you will measure success.
- Create a clear timeline and assign responsibilities.
- Should tell the whole story of your proposal. Create a Logic Model
- Attend Webinars for the grants to ask questions and get advice, (some grants you must attend to apply).

## For Non-profits:

- Before applying for grants, nonprofits must have the **foundations in place**:
- 501(c)(3) status and good standing with the IRS.
- EIN and UEI numbers.
- Board of directors' roster, bylaws, and policies.
- Mission, vision, and strategic plan.
- Annual operating budget and audited financials.
- Evidence of past performance and impact data.

## Create a "logic model"



Here is our  
new simplified  
logic model

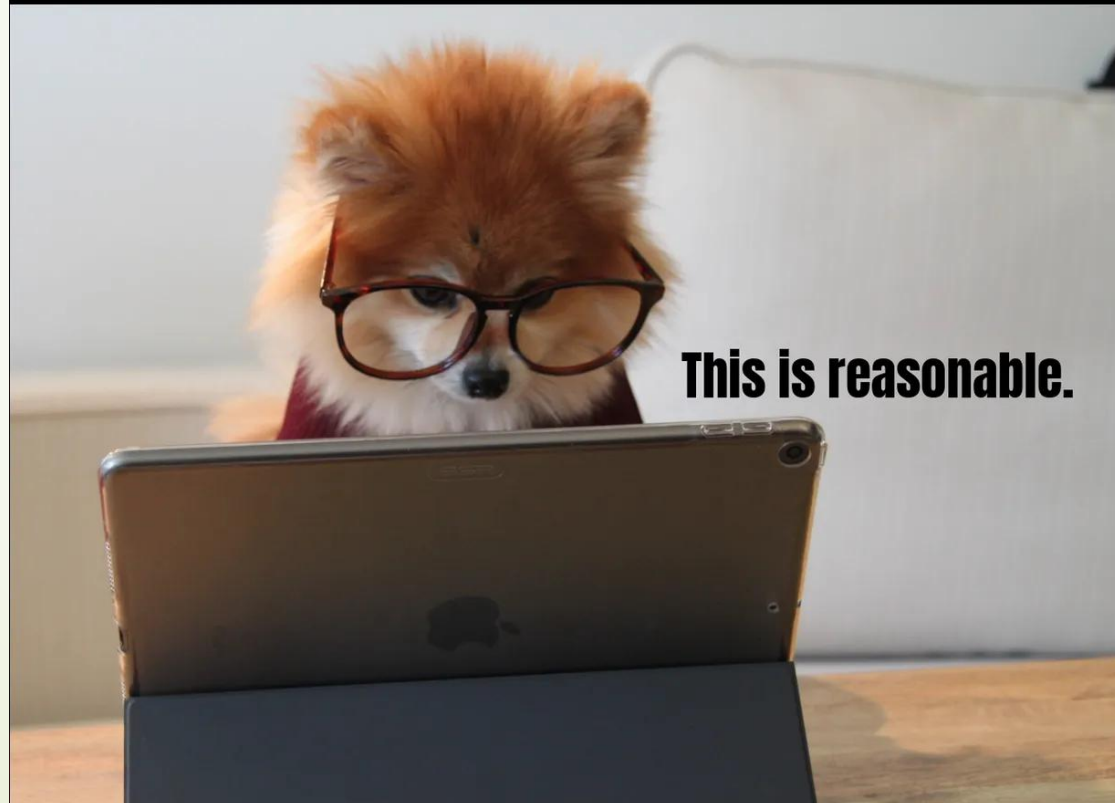





# Understanding the Grant Landscape

- Most proposals include these sections:
- Executive Summary/Abstract
- **Need/Problem Statement**
- **Project Description & Goals/Objectives**
- Methods/Activities & Timeline
- Evaluation Plan (outputs & outcomes)
- Budget & Budget Narrative
- Organizational Capacity/Qualifications
- Sustainability Plan
- Supporting Attachments
- *Tip: Make sure your **budget aligns with your narrative** — if you say you'll serve 100 kids, your budget should show enough resources to do it.*

**When a funder asks to give your mission, history, and outcomes in 100 words or less**



**This is reasonable.**



# Communicate Clearly Review & Submission

- Edit for clarity, accuracy, and alignment with funder language.
- Tie everything to **measurable outcomes**.
- Proofread!!
- Ensure all attachments are included, in right places and formatted correctly. (**supporting documents** (IRS letter, financials, board list, etc.)
- Submit before the deadline through the correct portal or email.
- Make sure you get a confirmation email that you submitted your grant.
- **You're still surprised at the amount of time it takes to upload the completed grant onto the online submission system**





You forgot  
to upload an  
attachment



You double-  
checked  
your work  
and all is well





# Follow-Up & Stewardship

- Track submission and response timelines.
- Send thank-you letters and build relationships with funders.
- Report on grant outcomes, even if not funded — this builds credibility.
- **Know What Grants Are Not!!**
- **Not** guaranteed income — they are competitive.
- **Not** instant cash — often slow to award and reimburse. (months before knowing the outcome)
- **Not** unrestricted — funds must be used as proposed and tracked.

# Keys to Success Be Grant-Ready

- **Be Clear:** Use concise, persuasive language ( Grant Language).
- **Be Data-Driven:** Support your need statement with local data and statistics.
- **Be Funder-Focused:** Align your project goals with the funder's priorities.
- **Be Organized:** Create a grant calendar to manage multiple deadlines ( some you must submit letters of interest before grant application).
- **Be Persistent:** Reapply and refine proposals if initially denied, check when applications opens again.





# Helpful Tools & Resources

- Grants.gov (federal)
- Foundation Directory Online
- State/local government funding portals
- ETGS: Grant Calendar, Budget Templates, Evaluation Sheets
- Donation Grants
- Private and family foundations
- Corporate giving programs and sponsorships
- Community trusts and United Way affiliates





# Grant Reporting & Audits

- Quarterly Reports
- Budget-to-actual spending report (financial summary) Narrative summary of activities completed this quarter.
- Outputs achieved (how many people served, sessions held, items distributed, etc.)
- Challenges faced and solutions implemented.
- Updated timeline or milestones.
- Be consistent and timely.
- Use the same metrics you proposed in your grant application.
- Keep backup documentation (receipts, attendance logs, payroll records, etc.).



# Annual Reports



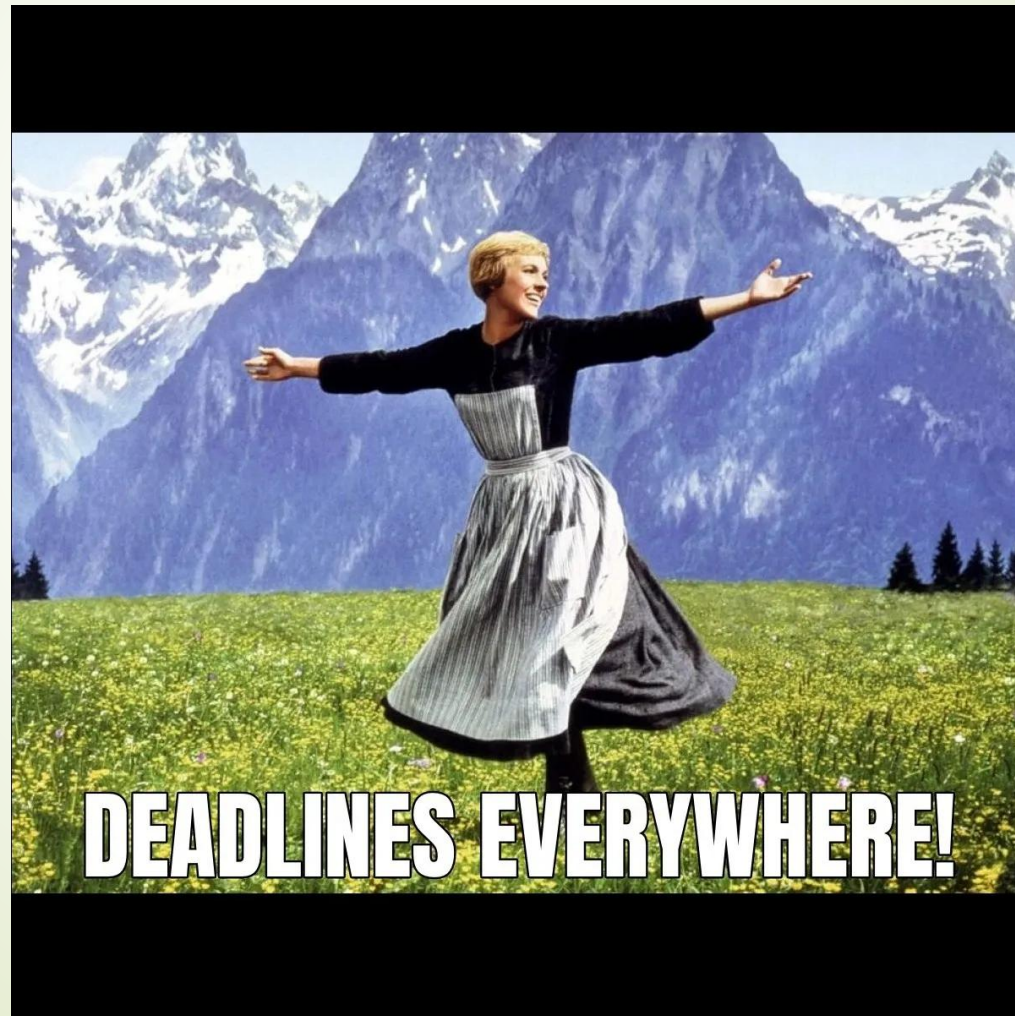
- Purpose: Provide a full-year snapshot of your organization's performance and grant outcomes.
- Narrative: mission, programs, accomplishments, and impact stories
- Detailed outcomes vs. goals (data + stories)
- Full-year financial statements (revenue, expenses, balance sheet) Board roster and governance details
- Acknowledgment of funders, donors, and partners.



# Audits

- Often required if your nonprofit spends \$750,000+ in federal grant funds (Single Audit / Uniform Guidance)
- Some private funders require an annual audit or financial review regardless of amount
- May be required by your bylaws or state regulations
- Audit Includes: Review of accounting systems, controls, and records
- Verification of financial statements
- Written audit report and management letter
- Key Tips: Keep clean, organized financial records year-round
- Separate restricted (grant) funds from unrestricted funds
- Have clear policies on procurement, payroll, and expense tracking

Remember and mark  
calendars!!!!





Enjoying reporting your nonprofit's hard work and success!





# Elevate Tips

- Think of grant writing as storytelling with evidence.
- You're showing funders how their investment will create meaningful impact in your mission.
- Follow the application directions EXACTLY
- PROOFREAD! I DO MEAN PROOFREAD!!
- BIG TIP-Submit early!!!!
- Grant success doesn't end at award —

Thank you

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