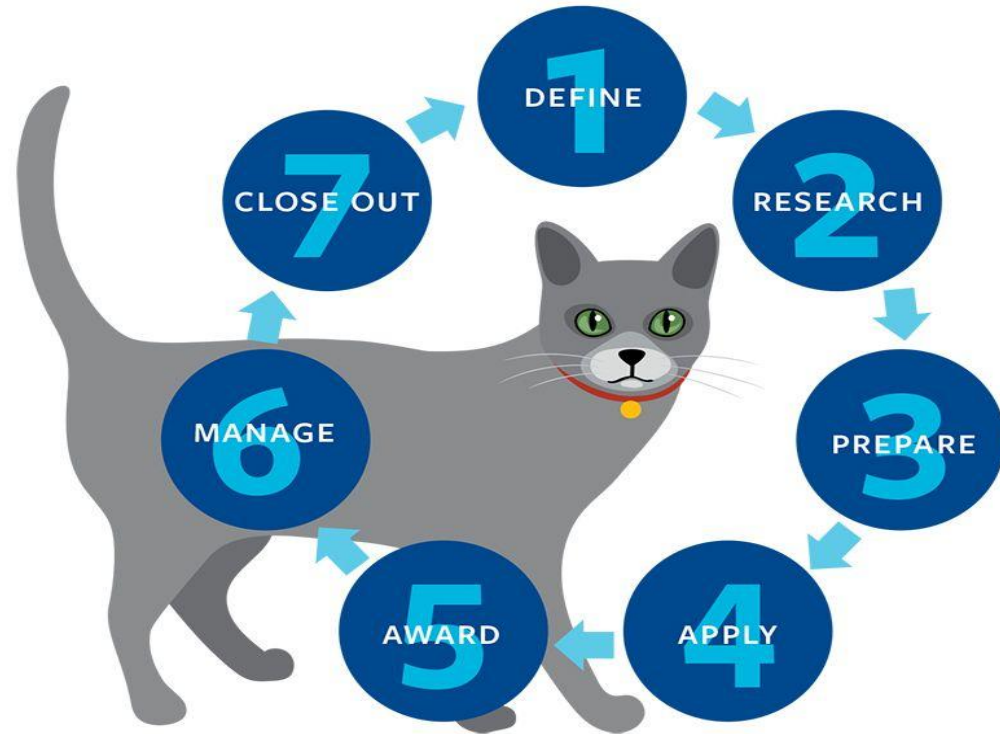


A photograph of four potted plants arranged in a row against a light gray background. From left to right: a small green cactus in a silver metal pot, a tall green cactus with yellow spines in a white ceramic pot, a green succulent with pointed leaves in a white ceramic pot, and a green succulent with small leaves in a silver metal pot.

# Grant APPLICATIONS

Advanced Grant writing and what to do after you receive grant funds.

Example of a Grant Proposal :  
American Heroes Project



# Advanced Writing and funding after grant award.

## Sustaining your partnerships

Congratulations, the foundation approved your request, and a check is on its way!

As you enter the last phase of the grant cycle, your focus will shift to nurturing the relationship with your funder and ensuring that you meet your goals.

\*\*\*Read the grant award letter carefully and take note of all reporting requirements and deadlines. For example, a foundation that is helping to fund your first mega-adoption event may request event photos and testimonials from adopters, and you'll need to add these to your to-do list for the big day.



Be sure to thank your funder (with a phone call, letter or email, depending on their preference) and recognize the foundation in the ways it requests, paying attention to any instructions regarding its name and logo.

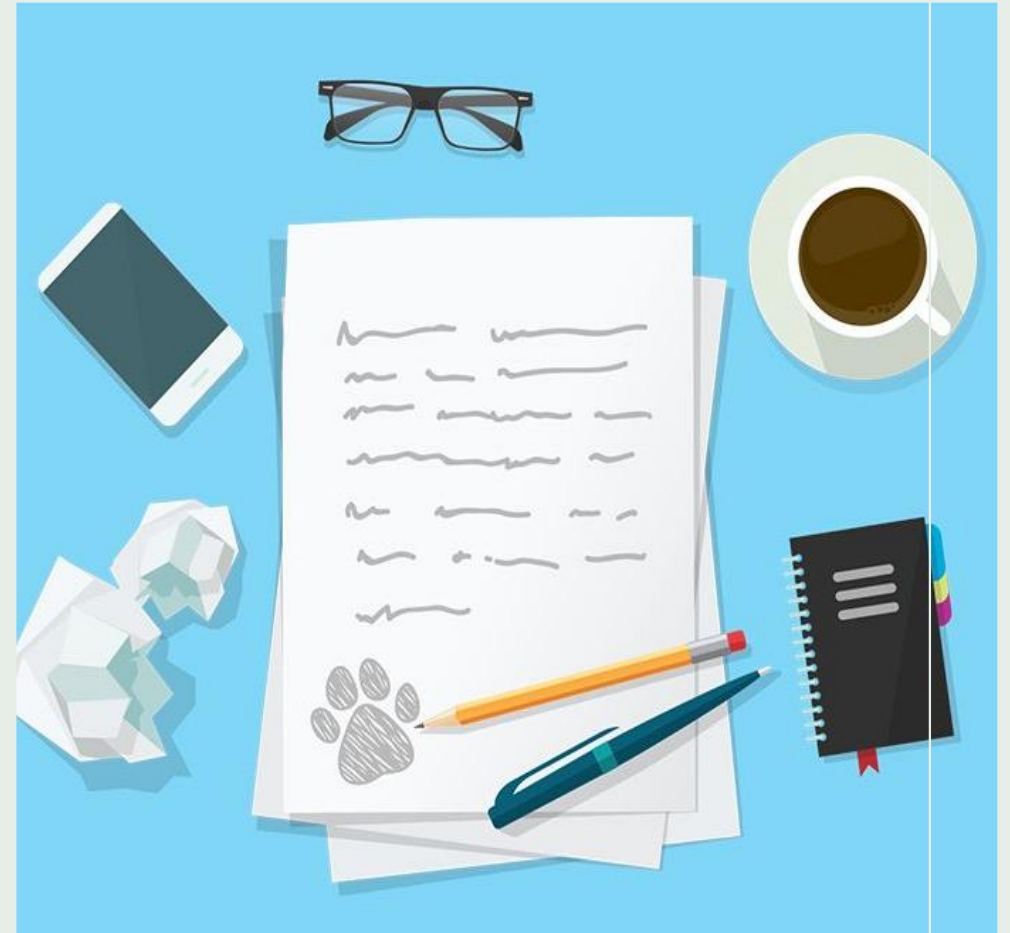
Nearly every funder will require a formal follow-up report in which you describe the results of your program and how the funds were spent. “It’s super important to keep track of results to show the impact of that giving,”

You may be managing multiple grants at different stages of the process, so staying organized and aware of deadlines is essential.

Pre/post surveys measuring well-being, stress, and community connection

Volunteer hour tracking/matching hours

Event participation logs very important



## What Assurances Are

Assurances are formal promises or certifications that your organization makes when applying for or accepting a grant.

They show the funder that your organization will comply with all laws, regulations, and grant requirements.

Think of them as legal and ethical commitments tied to receiving the funding.

## How They Are Submitted

Usually as signed forms or certifications that are included with the application.

For federal grants, these often come from Standard Forms (SF-424, SF-424B, SF-424D) and OMB assurances lists.

Signing them means you are legally bound to uphold them if awarded the grant.





# Next Steps

## Step 1 — Accept and Set Up the Award

Review the grant agreement/contract. Make sure you understand all the requirements, deadlines, budget restrictions, and reporting expectations.

Sign and return any required forms. Sometimes you'll need to submit a formal acceptance letter or updated documentation (like proof of insurance, a UEI number, or board list).

Set up financial tracking. Create a separate budget code or account line so you can clearly track how every grant dollar is spent.

Examples: Set up budget lines for animal care supplies, vet services, foster stipends

Gather all needed paperwork (licenses, nonprofit info, insurance)



## Step 2 — Implement the Project or Program

Launch your planned activities. Follow your approved timeline, scope, and budget.

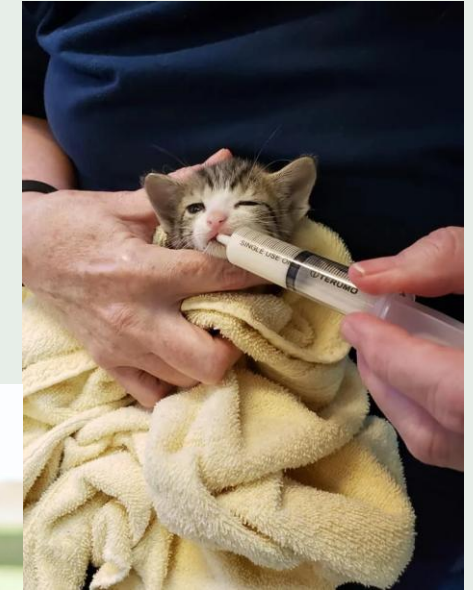
Hire or assign staff/volunteers. If the grant pays for staff time or contractors, get them onboarded quickly.

Start collecting data. Begin your evaluation tracking (attendance sheets, service numbers, surveys, etc.) right from the start.

**Examples:** Begin providing vet exams, vaccinations, spay/neuter

Recruit fosters or safe housing for pets of survivors

Buy food, crates, leashes, bedding, and other supplies



### Step 3 — Monitor and Manage Compliance

Track spending and progress regularly. Compare actual expenses and outputs to your grant budget and goals.

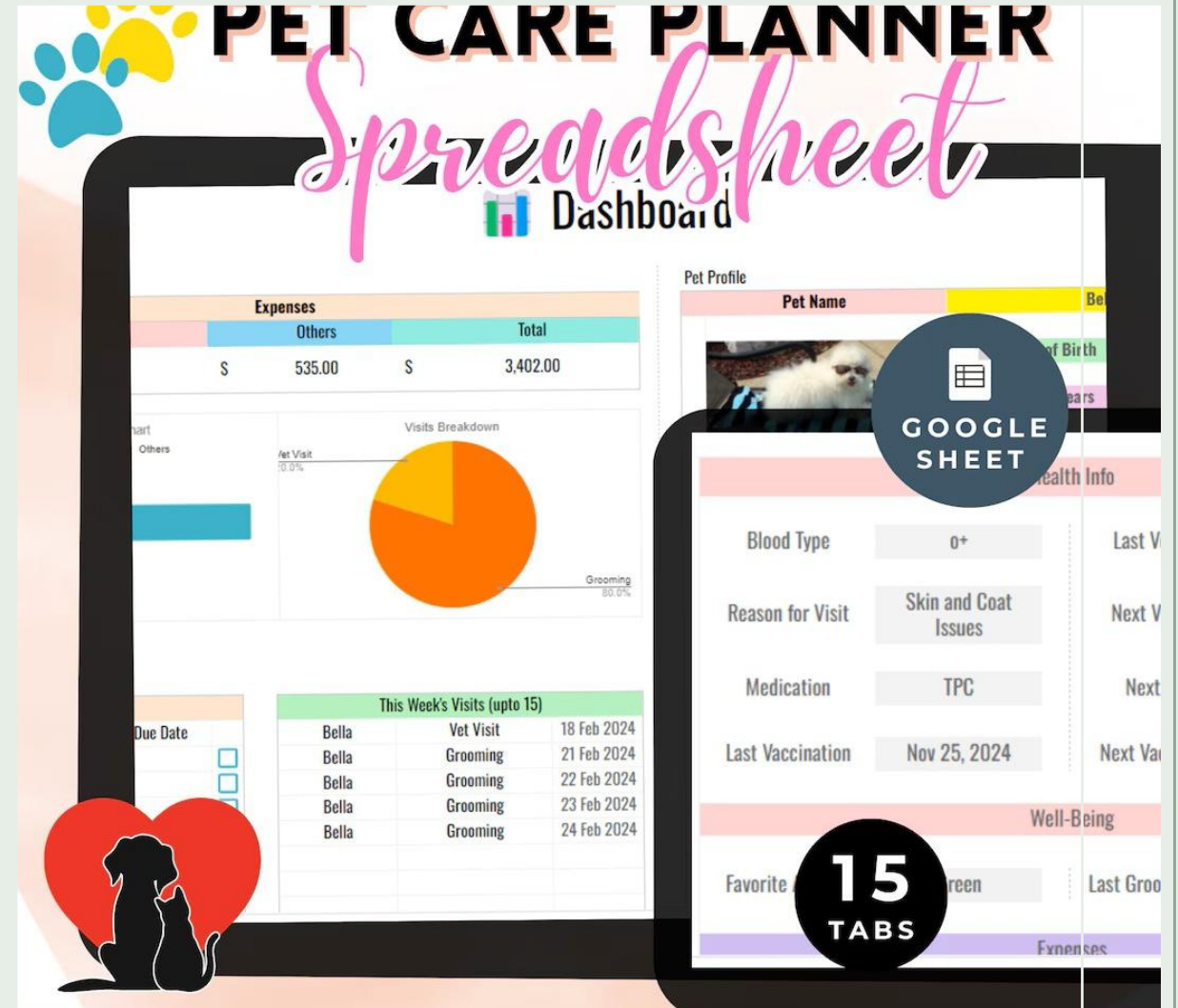
Maintain documentation. Save receipts, timesheets, invoices, and other proof of expenditures and activities in an organized system.

Communicate with the funder. Let them know about successes, challenges, and any needed adjustments early.

**Example:** Keep intake forms, medical records, and expense receipts

Log each pet's progress and care milestones

Monitor safety and well-being in foster or shelter settings





## Step 4 — Report and Acknowledge

Submit quarterly, annual and final reports. These often include narrative (what you accomplished), data (your outcomes/impact), and financial reports (how funds were spent).

Publicly acknowledge the funder. Mention their support on your website, social media, newsletters, signage, and events if your agreement requires it. Send thank-you. A personal note or update goes a long way to building future relationships.

**Example:** Submit reports showing number of pets helped, supplies used, and costs

Share success stories (with owner permission)

Thank your funder on social media and newsletters



## Step 5 — Plan for Sustainability

Evaluate impact. Assess whether the project achieved its goals and what could be improved.

Plan for continuation. Decide how you'll sustain or expand the work when the grant period ends (through other grants, donations, or earned revenue).

Stay connected with the funder. Keep them updated even after the grant ends — this builds trust for future proposals.

**Example:** Apply for new grants to continue/expand

Host fundraising events and adoption days

Build community partnerships (vets, pet stores, shelters)





# American Heroes Project Example Grants





# Company overview and target population

**Organization Overview** The American Heroes Project (AHP) has engaged thousands of disabled veterans in healing and therapeutic outdoor activities since its inception in 2012. Our mission is to provide opportunities for our nation's veterans, as well as underprivileged and disabled children and adults, to experience outdoor activities that enhance their lives through education, experience, and direct participation in fishing, boating, and camping.

## Target Population:

- Disabled veterans in Utah and neighboring states
- Veterans experiencing PTSD, physical disabilities, or social isolation
- Some programs also include underprivileged youth and families to build community connections



# Need Statement

Across the United States, thousands of veterans return from service with lasting physical and emotional challenges. Rates of PTSD, depression, and social isolation remain high among disabled veterans. Traditional clinical approaches often fail to fully address the need for community, belonging, and purpose. Outdoor therapeutic programs have been proven to reduce stress, increase physical activity, and improve mental health outcomes. In Utah and surrounding regions, access to inclusive, affordable, and adaptive outdoor opportunities is limited. Veterans with mobility challenges or disabilities face particular barriers to enjoying recreational and healing experiences. Without interventions like AHP, many veterans risk remaining isolated, disconnected, and underserved.



# Project Goals & Objectives



**Goal 1:** Increase access to therapeutic outdoor activities for disabled veterans.

- Objective 1. Provide at least 20 fishing, boating, and camping experiences annually.
- Objective 2. Serve a minimum of 500 veterans per year.

**Goal 2:** Improve physical and mental health outcomes.

- Objective 1. Conduct pre- and post-activity surveys to measure stress levels, social connectedness, and quality of life.
- Objective 2. Track 80% of participants reporting improved well-being.

**Goal 3:** Build community support and sustainability.

- Objective 1. Engage at least 100 volunteers annually.
- Objective 2. Develop partnerships with local businesses and veteran service organizations.

# Growth strategy/Timeline



- Spring 2025: Launch outdoor season with fishing and boating trips.
- Summer 2025: Family camping programs; expansion of youth engagement.
- Fall 2025: Veteran retreat weekend and survey evaluation.
- Winter 2025: Reporting, sustainability planning, partnership development.

# Budget Example

- Budget (example draft) American Heroes Project
- Total Project Cost: \$75,000
- Amount Requested: \$25,000

• Category	Cost
• Equipment (boats, adaptive gear, fishing supplies)	\$20,000
• Program Supplies (food, camping gear, safety equipment)	\$15,000
• Transportation (fuel, vehicle rental/maintenance)	\$10,000
• Staffing & Volunteer Coordination	\$20,000
• Outreach, Evaluation, & Reporting	\$10,000



# Sustainability

American Heroes Project sustains its work through:

- Annual fundraising events (e.g., golf tournaments)
- Individual donations and sponsorships
- Partnerships with local businesses and veteran organizations
- Dedicated volunteers and in-kind contributions

Grant funding will enhance capacity in 2025 and allow us to expand programming, while future years will continue to be supported by diverse funding streams.

- Close the gap
- Target audience
- Cost savings
- Easy to use

# Financials Example

## Elevate Training & Grant Solutions — Organizational Budget (FY \_\_\_\_\_)

Category	Line Item	Budgeted	Actual	Variance (+/-)
Revenue	Grants			\$0.00
Revenue	Donations			\$0.00
Revenue	Sponsorships			\$0.00
Revenue	Program Income			\$0.00
Revenue	Fundraising Events			\$0.00
Revenue	Other (specify)			\$0.00
TOTAL REVENUE		\$0.00	\$0.00	\$0.00
Expenses	Salaries & Wages			\$0.00
Expenses	Fringe Benefits			\$0.00
Expenses	Program Supplies & Equipment			\$0.00
Expenses	Travel/Mileage			\$0.00
Expenses	Rent/Utilities			\$0.00
Expenses	Administrative/Overhead			\$0.00
Expenses	Fundraising Costs			\$0.00
Expenses	Other (specify)			\$0.00
TOTAL EXPENSES		\$0.00	\$0.00	\$0.00
NET INCOME (LOSS)		\$0.00	\$0.00	\$0.00

## Elevate Training & Grant Solutions

### Solutions That Serve and Strengthen

- Elevate Training & Grant Solutions is a woman-owned business dedicated to empowering nonprofit organizations, for-profit companies, and law enforcement agencies to build, sustain, and grow effective grant programs.
- We provide customized services designed to meet the unique needs of every client:
- Grant Writing & Research – Identify, write, and secure funding opportunities aligned with your mission.
- Comprehensive support in crafting compelling proposals to secure funding.
- Strategy Development – Designing sustainable grant programs and aligning funding with long-term organizational goals.
- Data & Reporting Management – Ensuring compliance, tracking outcomes, and strengthening future proposals with measurable results.
- Workshops & Training-Interactive sessions for companies, non-profit and for-profits and groups, covering skills from prospect research to advanced program design and grant budgeting.

## Services Offered

**Grant Writing Services:** Elevate provides comprehensive grant writing support, helping companies craft compelling proposals to secure funding.

**Workshops and Training:** We offer interactive and experiential workshops designed for both individuals and groups. These sessions cover topics ranging from foundational skills like prospect research to advanced areas like program design and grant budgeting.

**Webinars:** Live and recorded webinars that walk participants step-by-step through the grant process — from identifying opportunities to writing strong applications and managing awards. Designed for individuals, teams, and organizations who want to build in-house capacity.

Our team-based approach allows us to serve as either part-time or full-time grant writing and management staff, adapting to the unique needs of each organization we partner with. By combining expertise, collaboration, and dedication, we help our clients maximize resources, expand impact, and achieve lasting success.



# UTAH!!!

Additional training details will be available on the course flyer, if one is available. You can [register here](#) or by clicking the link in the flyer.

To request a training, [please complete this form](#). For further information about specific courses, registration inquiries, and updates, please contact at [lawenforcementtraining@humanesociety.org](mailto:lawenforcementtraining@humanesociety.org).



## Animal cruelty and fighting investigations: Considerations for law enforcement officers

Hosted by Kaysville Police Department and  
Humane World for Animals

### COURSE OVERVIEW

This FREE training is open to law enforcement, animal control, humane investigators, code enforcement officers, veterinarians and prosecutors. Topics will include:

- Considerations for assessing potential violations and different solutions/remedies
- The link between animal abuse and other violent crimes, including domestic violence
- Report writing, warrants, recognizing and collecting relevant evidence
- Interpreting and applying cruelty and fighting laws

### CONTINUING EDUCATION/CERTIFICATION

- Approved for continuing education units by the National Animal Care & Control Association
- This course meets the standards of the International Association of Directors of Law Enforcement Standards and Training (IADLEST) and is certified through the National Certification Program (NCP).

**Oct 23, 2025 | 8:30 a.m. - 4:30 p.m.**

**Kaysville Police Department  
80 N Main St, Kaysville, UT 84037**

**CLICK HERE TO  
REGISTER!**



Michelle Riley/Humane World for Animals

# Thank You!!!



*Julie Jacobsen*

*801-814-4180*

*jjacobsenetgs@gmail.com*

*Facebook: Elevate Training & Grants  
Solutions*