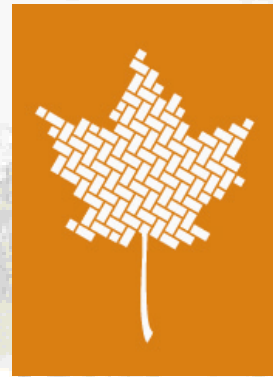


**PARKS &
PEOPLE**
FOUNDATION

Small Grant Writing: Funding Your Community Efforts



PARKS & PEOPLE FOUNDATION

The Parks & People Foundation is dedicated to supporting a wide range of recreational and educational opportunities; creating and sustaining beautiful and lively parks; and promoting a healthy natural environment for Baltimore.

Our Vision: One Park



Grant Terms and Phrases

- Grantee (gets funds) vs. Grantor (gives funds)
- RFP / RFA / RFQ = Request for Proposals / Request for Applications / Request for Qualifications
- NOFA = Notice of Funds Available
- LOI = Letter of Interest
- Rolling Deadline = Applications accepted throughout the year

Grant Terms and Phrases

- **Advisory / Review Committee or Board**
 - The group of people responsible for making recommendations on which applications to fund
- **Abstract**
 - A short summary of the most important things about your proposal, including goals and the work that will be done. Write this last.
- **Proposal / Application**
 - A proposal is often free-form, while an application usually has a specific format which you must follow

Grant Terms and Phrases

- Stakeholder
 - A person or group involved in or affected by your proposed project
- Cash Match / In-kind Match
 - You may be required to show that you have sought out other resources for the project, either funds (cash) or materials or services (in-kind)
- Deliverable / Outcome
 - The specific things that will come out of your project (i.e. # of children educated, # of trees planted, etc.)

Grant Terms and Phrases

- Fiscal Agent
 - An organization that agrees to hold grant funds for you, if your group does not have its own bank account (most grantors will not write checks to individuals)
- 501c3
 - Tax exempt status conferred by the IRS. Some grantors require that your group have this status. If this is the case, and you do not, ask if you would be eligible if you used a fiscal agent with the designation.
- Support Letter
 - A letter from another group or individual stating that they are in favor of your project and – ideally – are willing to do concrete things to help

Resources for Grants Research

- Enoch Pratt Free Library Grants Collection
 - Access to the Foundation Center Directory website, plus classes and counseling www.prattlibrary.org
- Community Greening Resource Network
 - Provides in-kind materials for greening projects, plus a shared calendar of gardening workshops, grant opportunities and more www.parksandpeople.org
- Association of Baltimore Area Grantmakers (ABAG)
 - Many local grantors accept the “ABAG” proposal template, found at www.abagmd.org



Before Writing

- Determine the funding organization's priorities and interests
 - Research their past grant recipients (annual reports, web searches, 990 tax forms)
- Familiarize yourself with grant program criteria
 - Do your group and project meet the grantor's requirements to be eligible to apply?
 - Do you have to attend a training class?



Before Writing

- Thoroughly read through application instructions and deadlines (give yourself plenty of time!)
- Identify where the goals of your program or project align with goals of the grant program
- Note that many funders don't fund staff time – ask beforehand if this isn't clear



What makes a proposal/organization attractive to funders?

- Clear mission and objectives
- Active members s and volunteers
- Outreach
- Partnerships
- Expertise
- Past experience with funder
- Financial stability and/or responsibility



During Writing

- Remember that this is a written document; you won't be there to answer questions
- Be clear and succinct
- **Have someone else edit for you**
 - Some funders will review a draft and provide feedback



During Writing

- Answer all questions and provide all required materials
- Use visual tools like bullets, underlining, etc. for readability
- Include maps, photos, and site plans

During Writing

- Important things to include:
 - Partnerships (are you working with stakeholders and taking advantage of local groups or individuals that could help?)
 - Sustainability (when the grant money is spent, will your project continue?)
 - Transferability (is there a plan to help others do what you've done, once you're successful?)
- These are important not only during grant writing but during the project/program development process




During Writing

- Budgets
 - Get quotes and estimates when possible
 - Itemize and organize
 - Show matches as leverage
 - Recognize value of in-kind contributions

After Writing

- Be sure to review reporting requirements and document all required information and data throughout the project
- Turn in reports on time
- Communicate with the grantor if an extension or amendment is needed
- Include after photos, press coverage, testimonials, etc. in your report



Where can you go in
Baltimore for small
grants for greening,
environment and
community projects?

Chesapeake Bay Trust



- The Chesapeake Bay Trust is a private, nonprofit grant making organization whose mission is to promote public awareness of and participation in the protection and restoration of the Chesapeake Bay and its tributaries.
- Since its inception by the Maryland General Assembly in 1985, the Trust has awarded more than \$30 million in grants for environmental education and habitat restoration.

Grants Available in Baltimore

- Chesapeake Bay Trust
 - Mini-Grants
 - Up to \$5,000
 - Rolling deadline, application must be submitted at least 6 weeks prior to intended start date of project
 - Many other larger categories of awards.



Baltimore Community Foundation



B C F

BALTIMORE
COMMUNITY
FOUNDATION

- The Baltimore Community Foundation helps people and organizations carry out their individual charitable plans with the common goal of improving the quality of life in the greater Baltimore region and beyond, today and for generations to come.

Grants Available in Baltimore

- Baltimore Community Foundation
 - Neighborhood Grants
 - Mobilization – up to \$5,000
 - Leadership – up to \$10,000
 - Many other categories of awards, large and small



Parks & People Foundation



- The Parks & People Foundation has been making small grants to Baltimore's community-based groups since 1996. We support projects that build community, improve the natural environment and support Baltimore's parks.

Grants Available in Baltimore

- Parks & People Foundation
 - Neighborhood Greening Grants
 - Up to \$1,000
 - Partnerships for Parks Grants
 - Park property ONLY
 - Up to \$5,000
 - Workshops in November and June

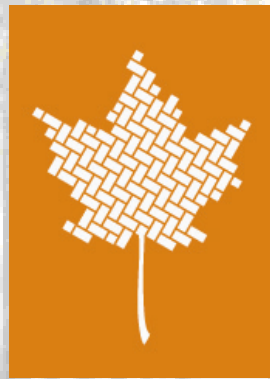


A Final Thought:

Do you need a grant to get started? Money can help a LOT, but there are lots of things you can do with donations and volunteer efforts.

Scoring a success or two on your own first is a great way to show a potential funder that you're a serious, stable group!

Questions?



**PARKS &
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