

Creating Success – Scoping, Researching, Writing, and Tracking Grants

Maximizing Funding for Coastal Resource Projects:
Grant Writing

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Barriers to the grant-seeking process

- Strategic planning for your organization
- Finding the grant money
- Finding the match
- Understanding the Request for Proposals
- Establishing relationships
- Grant management

Understanding Your Needs

- Mission of your organization
- Identify objectives, tasks, outcomes, and timelines
- Developing your team

Passion
Knowledge
Writing skills
Creativity

Grant
Writer

Design Project
Scope of Work
To support
Mission & Goals

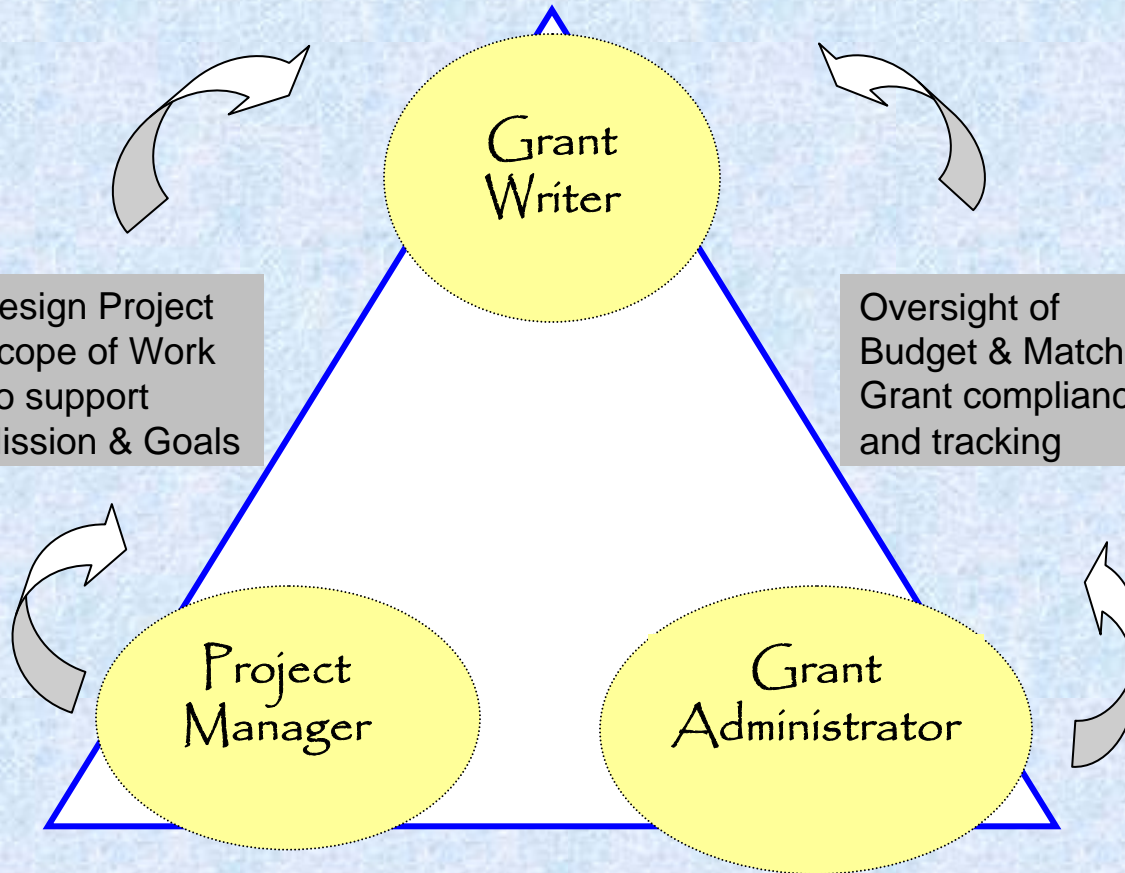
Oversight of
Budget & Match
Grant compliance
and tracking

Project
Manager

Grant
Administrator

Build a grant project team to support all phases
- from concept to final report.

Develop your team to communicate often and effectively!



Understanding Your Needs

- Developing success criteria

Evaluation of progress

Success Criteria

Measures of Success:

The overall partnership area will be monitored through the FORC Adopt-a-Stream program. The program will monitor at five sites: (1) near hwy 49, (2) near City Bridge Road and (3) near Ramsey Springs, Hwy15, (4) Red Creek Road (the bridge across the creek at Vestry), (5) and Cable Bridge. A citizen-driven “Adopt-Red Creek” blog will post regular summaries of the monitoring reports on FORC’s web-page: www.ltmcp.org/Red Creek. The official Adopt-a-Stream reports can be found on Mississippi Wildlife Federation’s website: www.mswildlife.org. FORC’s citizen monitoring program will watch for changes in water quality, particularly turbidity.

The Friends of Red Creek will rely on MDEQ to monitor fecal coliform and recommend private action(s) that will help reduce this particular water quality concern. In general, the most appropriate action that FORC can take regarding fecal coliform is to provide education for homeowners, developers and local policy-makers. Improvement in water quality will primarily rest on an increase in the local “political will” to require better landuse planning and ordinance enforcement, particularly in the flood plan.

Evaluation of Progress (cont.)

During the next triennial review (not until 2009-2010), FORC may wish to request that Red Creek be re-designated for primary contact recreational use, rather than for fish and wildlife with secondary contact recreational use

Other measures of success:

Success of streamside BMPs will be noted in linear feet of stream bank (riparian corridor) reforested with native species by the partnership

Success of passive restoration installed through the 319 grant will be assessed by number of linear feet restored, included photo documentation

Number of acres placed under conservation easement or purchased fee-simple for the purpose of watershed protection

Education activities can be measured by numbers of participants and through use of evaluation forms for activities

Education/outreach materials can be measured by quality and quantity of materials distributed

Components of a Successful Proposal

- Proposal sections
 - Abstract
 - Contact Information
 - Background
 - Narrative/project description
 - Objectives, tasks, outcomes, and timelines
 - Budget
 - Street creds

Writing Tips

- Who, what, how, how much, why are you doing the work, why is it worth doing, and where is the work going?
 - Who – biographical sketch, preliminary intro
 - What – specific aims, methods
 - How – methods, project description
 - How much – budget
 - Why are you doing it – significance or rationale, preliminary data, biographical sketch
 - Why is it worth doing – significance
 - Where is it going – significance, project description

More tips

- Read through the proposal first
- Carefully follow guidelines in the order requested
- Before mailing, get someone else to proof the proposal
- Use declarative verbs: this proposal will...
- Avoid words such as if, could, and might
- Shorter is better. Never exceed the recommended length.

More Tips

- Avoid dwelling on problems – make sure the focus is on the opportunity
- Provide information as to why this is an urgent project
- Don't assume your reviewer will know what you mean; keep abbreviations and acronyms to a minimum

On-line?

- Read the RFP to determine if you must apply for a user name or password
- Copy and paste the proposal into a Word document to track number of words in each section

Locating available funds

- Identify funding organizations with similar mission and objectives

EPA Background

[Region 4 Organizational Charts](#)

How EPA Region 4 is organized into offices and divisions.

[Frequently Asked Questions](#)

Frequently asked questions for the Region 4 website.

[EPA's History](#)

Publications about the origins of the Agency, Frequently Asked Questions and finding aids.

[EPA's Budget](#)

Find primary budget documents for current and upcoming fiscal years from the Office of the Chief Financial Officer.

[Policy Statements and Strategy Documents](#)

Agency policies and procedures.

[Region 4's Strategic Plan](#)

[Region 4's Accomplishment Report](#)

[Other EPA Offices, Regions and Programs](#)

Links to other EPA Regions, EPA's National Offices, Labs, and Programs.

EPA's Mission

The mission of the U.S. Environmental Protection Agency is to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends. EPA's purpose is to ensure that:

All Americans are protected from significant risks to human health and the environment where they live, learn and work.

National efforts to reduce environmental risk are based on the best available scientific information.

Federal laws protecting human health and the environment are enforced fairly and effectively.

Environmental protection is an integral consideration in U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy.

All parts of society - communities, individuals, business, state and local governments, tribal governments - have access to accurate information sufficient to effectively participate in managing human health and environmental risks.

Environmental protection contributes to making our communities and ecosystems diverse, sustainable and economically productive.

The United States plays a leadership role in working with other nations to protect the global environment.

Locating available funds

- Customize your project to match the RFP
- Develop relationships with funding partners

Work groups

- Review your mission
- Identify objectives, tasks, outcomes, and timelines
- Develop success criteria

Developing a Realistic Budget

- Evaluating existing project dollars and needs
- Budget worksheets

Leverage Your Resources

- Match
- Utilize existing partnerships
- Develop new partnerships

Work Group

- Develop your partnerships
- Develop your budget

Evaluating Success

- Grant review process
- Handling rejection
- Common mistakes

Work Group

- Grant proposal review

Managing Your Grant

- Tracking
- Monitoring
- Reporting

Tools for project management:
Project budget spreadsheet
Add budget to actual
Timesheets
Reporting requirements

Next Up!

Grant Mentoring

July 12 and July 18

Grant Fair: connecting funding resources with grant seekers

August 17

MSU Coastal Research Extension Center

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