

Grant Writing and Reporting

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Grant Writing- Know Your Audience

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Why One Big Foundation Wants to Make Unrestricted Grants - The Giveaway - The Chronicle of Philanthropy- Connecting the nonprofit world with news, jobs, and philanthropy.com/blogs/the-giveaway/why-one-big-foundation-wants-to-make-unrestricted-grants/466 Reader

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Why One Big Foundation Wants to Make Unrestricted Grants

July 22, 2011, 12:30 pm

By *Caroline Preston*

When Bank of America Charitable Foundation is considering potential grantees, it favors charities that have a clear sense of their long-term mission as well as those that can offer volunteer opportunities to bank employees, says Kerry Sullivan, the foundation's president.



Among the biggest mistakes grantees make, she says: not taking Bank of America seriously when it says it wants the charity to apply for general operating support rather than support for a specific program.

"We would prefer to strengthen that organization and give them unrestricted support," says Ms. Sullivan.

But, she says, "people don't believe us."

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ABOUT THE GIVEAWAY

The Giveaway provides news and analysis on how people and foundations are donating their money. Its authors, *Chronicle* staff members Maria Di Mento and Caroline Preston, welcome your feedback and story ideas. Connect with them on Twitter at @mdimento_cop and @cpreston.

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- Why One Big Foundation Wants to Make Unrestricted Grants
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- Gates Foundation Seeks to 'Reinvent the Toilet'

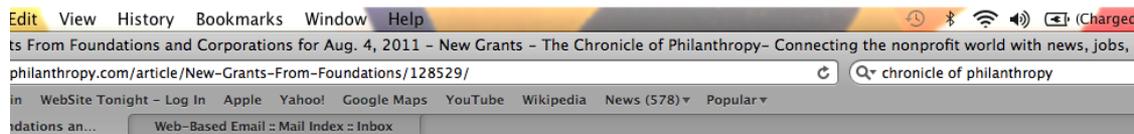
ARCHIVES

- August 2011
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- June 2011



Track What Projects Are Getting Funded

<http://philanthropy.com/article/New-Grants-From-Foundations/128529/>



August 4, 2011

New Grants From Foundations and Corporations for Aug. 4, 2011

Following are grants of \$20,000 and more made by foundations, companies, and other private sources and published by *The Chronicle* on Aug. 4, 2011. New grants are posted every Thursday.

Announcements of grants can be sent to grants.editor@philanthropy.com.

How entries Search:

Date Chronicle Announced	Grant Maker	Grant Maker's Location	Subject	How Much Was Given	Description
7/28/2011	George Gund Foundation	Ohio	Education	\$400,000	For administrative expenses and to open additional schools: \$400,000 to Breakthrough Charter Schools (Cleveland, Ohio).
8/4/2011	Public Welfare Foundation	D.C.	Criminal justice	\$250,000	To produce two reports examining the cost to courts of the general use of bail and bail bond forfeiture; to provide communications assistance to DC Lawyers for Youth; and for general support: \$250,000 to the Justice Policy Institute (Washington, D.C.).
8/4/2011	Public Welfare Foundation	D.C.	Criminal justice	\$200,000	To advocate for greater protections and rights for youths in Pennsylvania's juvenile-justice system in the wake of a judicial corruption scandal, as well as support for appellate challenges nationwide to the practice of trying youths as adults: \$200,000 over two years to the Juvenile Law Center (Philadelphia, Pa.).
8/4/2011	Public Welfare Foundation	D.C.	Criminal justice	\$100,000	To examine the use of commercial bail in the pretrial detention process regarding racial disparities in incarceration and the role of pretrial release, based on risk assessment, regarding racial disparities: \$100,000 over 18 months to the National Council on Crime and Delinquency (Oakland, Calif.).
8/4/2011	Public Welfare Foundation	D.C.	Criminal justice	\$350,000	To reduce barriers that keep formerly incarcerated people from getting jobs because of their criminal records: \$350,000 over two years to the National Employment Law Project (New York, N.Y.).
8/4/2011	Public Welfare Foundation	D.C.	Criminal justice	\$250,000	To examine the existence of racial disparities in probation revocation decisions and to evaluate different techniques to focus on the problem: \$250,000 to the Urban Institute (Washington, D.C.).
8/4/2011	Public Welfare Foundation	D.C.	Labor issues	\$250,000	For two projects, one on economic security and one on workers' rights: \$250,000 over two years to the Economic Policy Institute (Washington, D.C.).
8/4/2011	Public Welfare Foundation	D.C.	Labor issues	\$500,000	To improve conditions for truckers operating at the ports, reduce deadly diesel emissions, and create job opportunities for low-income residents of communities adjacent to the ports: \$500,000 to the Los Angeles Alliance for a New Economy (Los Angeles, Calif.).

Check out the Philanthropy Journal, NC Center for Non-Profits and Grants.gov for more!





Connect on the Web with Funders and Their Resources

NC Center for
Non-Profits
www.ncnonprofits.org

Philanthropy
Journal
www.philanthropyjournal.org

Home - The Chronicle of Philanthropy - Connecting the nonprofit world with news, jobs, and ideas

philanthropy.com/section/Home/172

THE CHRONICLE OF PHILANTHROPY

Monday, August 8, 2011

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Podcast
Should Nonprofits Dive In to Google+?
By Allison Fine
Beth Kanter, co-author of *The Networked Nonprofit*, discusses whether nonprofits should begin investing time in the new Google+ social network.

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Budget Deal Puts Pressure on Nonprofit Advocacy
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Connect with funder's via social networks



The screenshot shows a web browser window displaying the Twitter profile for RWJF News (@RWJF). The browser's address bar shows "twitter.com/#!/RWJF". The page includes a navigation bar with "Home", "Profile", "Messages", and "Who To Follow". The profile header shows the RWJF logo, the name "RWJF News", the handle "@RWJF", and the location "Princeton, NJ". The bio states: "The mission of the Robert Wood Johnson Foundation is to improve the health and health care of all Americans." and includes the website "http://www.rwjf.org". The profile statistics are: 3,572 Tweets, 718 Following, 9,671 Followers, and 759 Listed. The "Following" section shows several accounts followed. The "Tweets" section shows two recent tweets: one about an interview with Philip Polgreen and another about a study on Latino men's health information preferences. The footer includes links for "About", "Help", "Blog", "Mobile", "Status", "Jobs", "Terms", "Privacy", "Shortcuts", "Advertisers", "Businesses", "Media", "Developers", "Resources", and "© 2011 Twitter".



Grant Writing Checklist

- Assemble your stakeholder team
- Get institutional (top-level) and leadership buy-in
- Develop a proposal that fits within your organization's core mission
- Identify funding streams and funders that fit with your mission and project scope
- Divide the writing the application (Letters of Support, Budget, Narrative)
- Contact funding organization well before grant application deadline to discuss proposal and any questions you have about the application guidelines.

This prepares the funder to buy-in to your proposal before you have even sent it in!



Grant Reporting

- Once your organization accepts a funder's money, you also accept the responsibility of preparing and submitting a grant report to them:
- letting the funder how you spent their money and the impact your program or project has had.





The Basic Questions

- How was the money spent? Was it spent on approved items?
- What were the original goals and expectations set for this project (or program) during this grant period?
- How (and why) have those goals been revised during the project period? Barriers, setbacks, etc.
- What has the program accomplished with these grant funds?
- What are the future sustainability plans: future funding sources, future plans, etc.





Grant Reporting Resources

- www.grants.gov : contacts, free software, form
- Any major funding organization will have grant reporting documents on their website:
 - NC Rural Economic Development Center
 - <http://www.ncruralcenter.org/grant-applications-and-reporting-forms.html>
 - Reporting forms categorized by Program Area



Example from The Robert Wood Johnson Foundation Annual Narrative Report

Narrative Reports

- What, if any, proposed activities were not completed? Briefly describe those activities, the reasons they were not completed and your plans for carrying them out.
- If the activities completed differ from your proposal, **what caused these changes?** Were activities delayed and if so, why? Will these activities be completed? When and how? Are there any activities you will not be able to complete during the course of your grant?
- Has your **organization received funding from other foundations, corporations or government bodies** for the project RWJF is supporting?
- If so, please give each funder's name, the amount provided and when it was provided.
- If the support is in-kind and you can estimate the dollar amount, provide that figure; if it is in-kind and you cannot estimate the amount, do not include it here.
- Did RWJF funding help leverage this other funding or was it unrelated?
- Feel free to tell us about any other **unexpected issues, concerns or successes you have had during this reporting period.**



Creative Reporting

Thank-You Note Prompts Unexpected Foundation Gift

August 3, 2011, By [Raymund Flandez](#)

Many foundations don't accept unsolicited proposals, but sometimes a heart-felt "thank you" can lead them to break that rule.

Martha Hagedorn-Krass, executive director of the Ronald McDonald House wrote a thank you note to the William J. Clinton Foundation after she heard the former president speak. Four months later, an envelope containing a \$5,000 check arrived from President Clinton's family foundation. "I was very touched," says Ms. Hagedorn-Krass.

What may have appealed to the Clinton Foundation was Ms. Hagedorn-Krass's enthusiasm about Mr. Clinton's key points: the role of fund raisers and his foundation's work in sustainable energy and energy conservation.

Ms. Hagedorn-Krass plans to use the \$5,000 donation to help retrofit upgrades to the 101- year-old house that the Ronald McDonald House in Topeka has been using for 23 years.

"I wanted to let you know how much I appreciated your remarks at ...What particularly resonated were your thoughts and descriptions about the sustainable energy projects atOur Ronald McDonald House in Topeka, KS is currently raising funds to replace the 24-year-old mechanical systems with 80 to 95 percent energy-efficient systems..."





Document Your Project Along the Way with Photos, Videos, Media Clips





Financial Reporting

Direct Expenses:

Personnel Services

Salary/Wages

Fringe Benefits

Purchased and Contracted Services

Supplies, Printing and Materials

Communication Costs

Operational Costs

Paid Media Production and
Placement

Equipment and Capital Outlay

Expenditures

Contractual Services

Other

Travel & Meeting Expenses

Travel, Mileage & Subsistence

Meetings, Conferences & Workshops

- Keeping track of your expenses and receipts: many organizations will have a template, or financial workbook for you to use
- Make sure you understand what needs to be turned in, how often, and establish a common vocabulary for financial terms (direct vs. indirect expenses)





Indirect Expenses:

Costs necessary to the operation of the organization operating and maintaining buildings, grounds and equipment; administrative salaries for employees that provide supervision to project staff or provide financial services; general telephone expenses; and general office supplies.

Direct Expenses

Personnel Services: Compensation includes services rendered during the period of performance under the grant. The costs of such compensation are allowable if compensation for individual employees:

1. Is reasonable for the services rendered;
 2. Follows an appointment that meets merit system or other employment requirements, where applicable;
 3. Is determined and supported as provided by approved time sheets; and
 4. Payrolls **MUST** be supported by time and attendance records for individual employees and approved in accordance with the grant recipient's generally accepted procedures and controls.
- Salary: The budget narrative/justification must:
 1. List each position by title for all employees that will be paid with grant funds;
 2. Show the annual base salary rate for each position including any salary increases for the term. Please be advised that you may NOT exceed this amount in this term;
 3. Show the number of hours or percentage of time to be devoted to the project for each position;
 4. List the total funds requested;
 5. Job descriptions and qualifications of staff should be on file at the implementing agency. The narrative should justify the necessity for creating new positions. The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant;
 6. The approved budget salary/fringe must include all projected cost of living increases; and
 7. If the State mandates a budget freeze in salaries this would mean no increases would be permitted.

Example:

POSITION TITLE	NAME OF EMPLOYEE	BASE SALARY	% OF TIME DEVOTED	PROJECTED % OF BUDGET INCREASE	TOTAL SALARY	ANNUAL PRORATED SALARY BASED ON % OF TIME	JUSTIFICATION
Position 1	Jane Smith	40,000.00	50%			20,000.00	<i>Must Include Brief Description of Job Duties In Justification For Each Position</i>
Position 2	Joe Daily	100,000.00	5%			5,000.00	
Position 3	Not Determined	30,000.00	50%			15,000.00	
Position 4	Not Determined	50,000.00	20%			10,000.00	
TOTALS						\$50,000.00	



EXAMPLE:

POSITION TITLE	ANNUAL SALARY	% OF TIME	ANNUAL PRORATED SALARY BASED ON % OF TIME	FICA 7.65%	RETIREMENT 8.75%	HEALTH INSURANCE \$4,527.00 PER YR.	OTHER	OTHER Explanation	TOTAL
Position 1	40,000.00	50%	20,000.00	1,530.00	1,750.00	2,264.00			5,544.00
Position 2	100,000.00	5%	5,000.00	382.50	437.50	226.00			1,046.00
Position 3	30,000.00	50%	15,000.00	1,147.50	1,312.50	2,264.00			4,724.00
Position 4	50,000.00	20%	10,000.00	765.00	875.00	905.00			2,545.00
TOTALS				\$3,825	\$4,375	\$5,659	\$0.00		\$13,859

Purchased and Contracted Services:

- Supplies, Printing and Materials – Programmatic supplies and materials such as training and educational materials; incentive/promotional items; office supplies; printed materials such as brochures, and flyers copied in-house or printed commercially. Also furniture, computers or equipment with a cost less than \$500 per item.

Example:

ITEM	PERCENTAGE OF COST	ESTIMATED COST PER YEAR	JUSTIFICATION





Plans change, however you must get the revised action plans and financial plans approved in writing!

In order to pro-actively anticipate the following, you must keep close track of your expenses and project objectives:

- Budget Adjustments
- Carry-forwards
- Grant period extensions



Prepare and save all documents for a potential audit

- Save all documents for up to 5 years (including receipts, ledgers, contracts, financial reports)
- Be prepared to go through a desk review at a moment's notice (quick review of expenditures and receipts in a two-three month period: check copies, receipts, annual action plan, and payroll ledger and stubs for salaried personnel).





For Questions,
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