

Maui United Way

DEMYSTIFYING GRANT BASICS

Understanding Grant Basics: Empowering our community to do more good.

Presented by: Jeeyun Lee, Director of Impact + Makana Rosete, Impact Coordinator





Maui United Way

Our Time Together

Introduction **MUWs Mission** Terminology **Proposal Template Organizational Strategy Proposal Review Process** Data and Reporting **Grantwriting Resources** Wrap Up



Visit Our Website:

www.mauiunitedway.org





Makana Rosete, MUW **Impact Coordinator**



Introductions



Jeeyun Lee, MUW **Director of Impact**

Our Mission + Vision

<u>Maui United Way's diversity, equity and</u> <u>inclusion statement</u>



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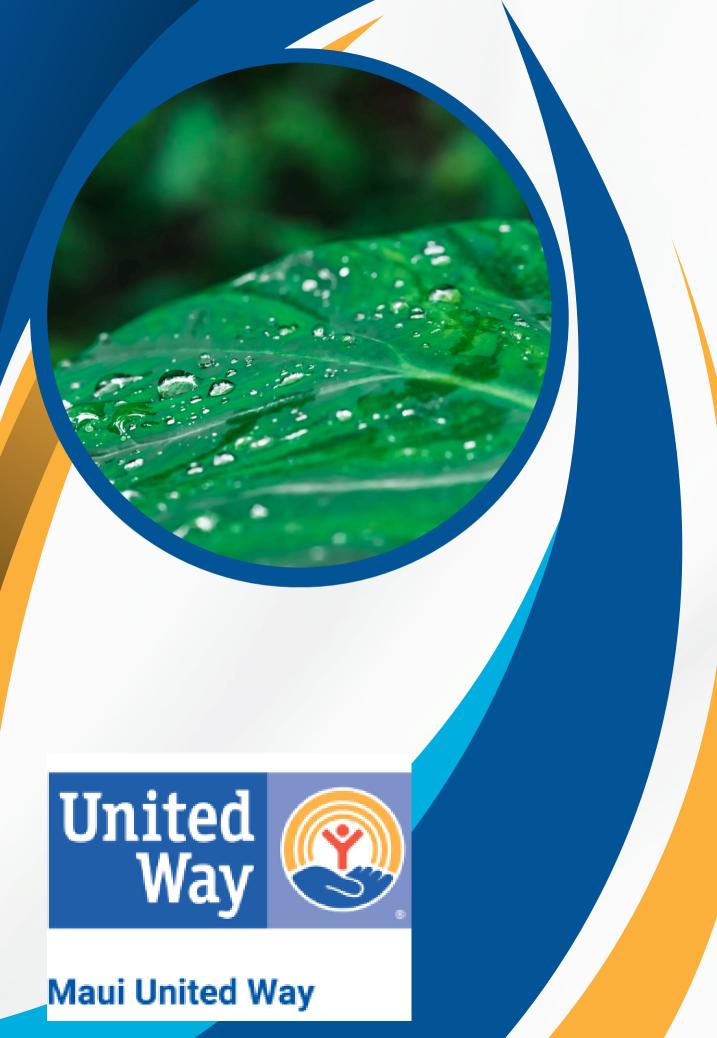


Our Vision

To be the trusted leader to unite Lāna'i, Maui, and Molokai in providing opportunities for our community to flourish sustainably.

Mission

Our mission is to bridge resources that enrich and empower our County of Maui's Community.



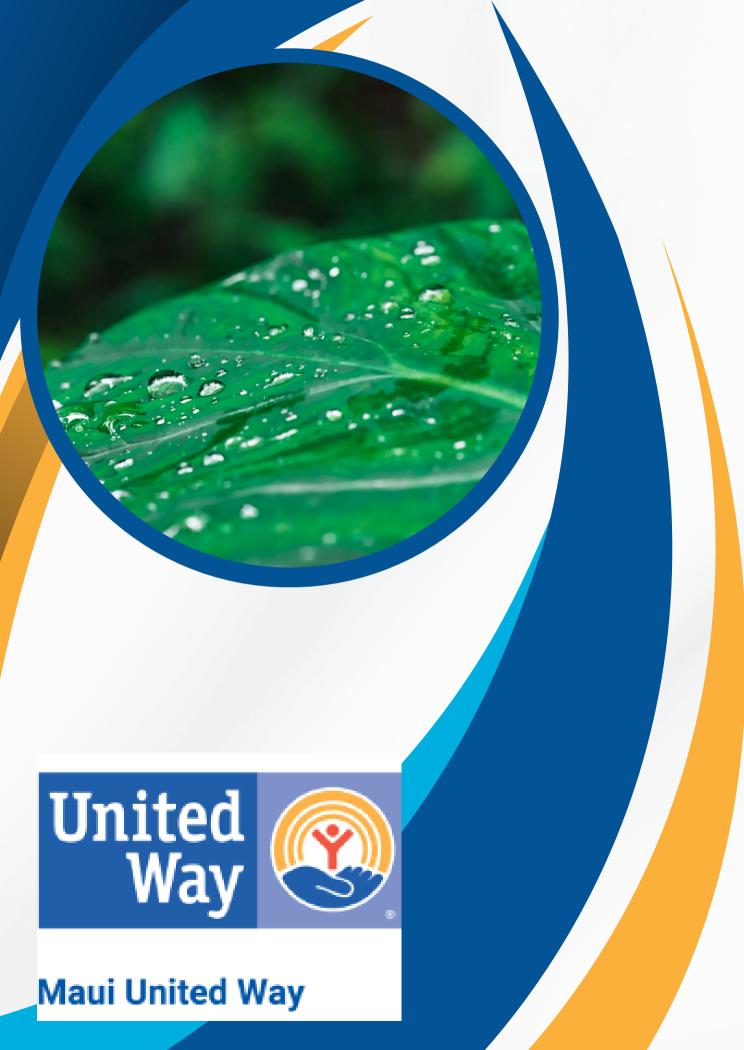
Common Grant Terms Request for Proposals (RFP)/Information (RFI)

Fee for Service

Administrative/Fringe Costs

Direct + Indirect Costs

Public v. Private **Funders**



Common Grant Terms Subcontractor **Restricted Funds Matching Funds**

Capital v. Operations

Fiscal Sponsorship

Proposal Templates

Organization Description: Describe the organization or program. What is the organization's geographic reach for this program? (recommended 1250 - 2500 characters; 1/4 - 3/4page)

Problem or Opportunity: Describe the need or opportunity in this community you are trying to address and how you know this is critical. If available, please provide data on impact of your programming in this specificcommunity.

(recommended 2500 - 3500 characters; 1 page max)

Program Activities: Describe the activities that will be completed to address the need/opportunity with timeline. Describe how you engage, interact, or reach out to this community, and list any partners you are engaging or collaborating with for this project. (recommended 1250 -2500 characters; 1/4 - 3/4 page)

Expected Results: Clearly outline your project/program goals, describing what you hope to achieve and how you will measure the effectiveness of your program. (recommended 1250 - 2500 characters; 1/4 - 3/4 page)

Leadership/Project Team: Please share a list your board/staff/community advisors/lead volunteers with titles/roles.

Budget: Provide your total program budget, the amount requested through the application, and upload a copy of your program budget including anticipated income and expenses.



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Budget Templates

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	Program/Project Expense:	Foundation Request:	Other revenue source:	In-Kind contribution:	Total Cost:
1.	'TRAINERS (2 trainers x 1 8-hour workshop)	\$2,000	\$0	\$0	\$2,000
2.	AIRFARE (2 trainers @ \$225 each, RT Oahu - Maui)	\$450	\$0	\$0	\$450
3.	GROUND TRANSPORTATION (for trainers)	\$80	\$ 0	\$0	\$80
4.	FOOD & BEVERAGE (Continental Breakfast, Lunch, Afternoon Snacks for 24 people)	\$600	\$0	\$0	\$600
5.	'TRAINING MATERIALS (24 manuals x \$25/manual – binders, tabs, copying)	\$600	\$0	\$0	\$600
6.	POSTAGE/SHIPPING (mailing manuals to neighbor island)	\$40	\$ 0	\$0	\$ 40
7.	FACILITIES	\$0	\$0	\$350	\$350
8.	OVERHEAD (planning, design, registration, logistics, materials production, etc.)	\$1,470	\$960 (Registration Fees)	\$0	\$2,430
	Total for each column:	\$5,240	\$960	\$350	\$6,550

3.

Revenue Sources	Amount	Indicate i pend
1) Foundation Grant	\$5,240	Pending
2) Registration Fees (24 people x \$40 reg. fee)	\$960	Pending
3) XYZ Training Space	\$350	In-Kind D
Total:	\$6,550	

,	2.
ind oution:	Total Cost:
	\$2,000
	\$450
	\$80
	\$600

if source is secured, iding, or in-kind

Donation from XYZ



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What is your why?

Ensure you have a strategic plan that is written out on what your mission, vision and values are, as well as what you're trying to achieve in the next 3-5 years.

Who is on your team?

Have a clear idea of the leadership you have as well as those who will be able to support the work you want to do for this project.

How will you execute and track your progress?

Have a clear sense of timeline and what metrics/goals you will have accomplished along the way.

United

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Specific

What exactly are

you trying to

achieve?

Organizational Strategy



Strategies for Success



Coaching and Mentoring

Ask for help! See if anyone will mentor you, let them see a grant they've successfully written, or review each other's proposals!

Resources

Know what resources are out there. Utilize existing support structures, and share with us where the gaps are.

Development Tracker

Have a cloud based drive with all of your attachments and grants available and organized. Create a google sheet or excel spreadsheet with deadlines, amount requested, and success rates.



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Sharing Knowledge

with Partner other organizations! Grantors love collaborations and that you've done due diligence on what the needs are and who else is working within that space alongside you.

Ask Questions!

Develop rapport with the granting organizations before, during and after grant cycles.

Proposal Review

- Know your audience
- Know your metrics/scoring
- Follow all instructions
- <u>'Ohana Mental Health</u>

Grant Review



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- Use as much of the data you already collect as possible. Don't reinvent the wheel.
- Timely reporting!
- Provide quantitative and qualitative metrics to tell your story.
- Keep track of funds spent in each category.
- Communicate with your funder if your budget changes.

Data + Reporting



Grantwriting Resources

- 1. Programmatic <u>Budgets</u>
 - Operations v. Capital Grants
 - Admin/Fringe Caps
 - Nonprofit v. For Profit v. Fiscal Sponsorship (Piko, Grants Central Station)
- 2. Where to look for and learn about grants
- Hawaii Alliance for Nonprofit Organizations <u>Navigating Grant Resources</u>
 - Kukulu Switchboard
- <u>Hawaii Community Foundation</u> (Nonprofit/Fiscal Sponsorship)
- Grants.gov
- POL
- Ohana Center for Excellence workshops
- Social Media
- State, County
 - Office of Economic Development
- <u>OHA</u>
- Kamehameha Schools
- CNHA

- <u>State Capital Grant In Aid GIA/operations/programmatic</u> Maui Office of Economic Development OED handbook 3. <u>Goals/Objectives/Outcomes</u> Info Sheet 4. Grants Technical Assistance Support GTAS 5. Starting a Nonprofit

Questions?

GET MORE GET MORE GRANT FUNDING LEARN HOW TO GET MORE FUNDING FOR OUR COMMUNITY.

FREE GRANT WORKSHOPS

GRANT BASICS FEDERAL GRANTS FOUNDATION GRANTS HANDS ON TRAINING

ONLINE & IN PERSON

STARTING JULY 24, 2024

LEARN MORE AND REGISTER AT HTTPS://TINYURL.COM/GRANTS808



For More Information intern@mauiunitedway.org



www.mauiunitedway.org/grantresources

United... we do more good!





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Contact Us:



www.mauiunitedway.org

