



# DEMYSTIFYING GRANT BASICS

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

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Maui United Way

# Our Time Together

Introduction

MUWs Mission

Terminology

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Visit Our Website:

**[www.mauiunitedway.org](http://www.mauiunitedway.org)**



# Introductions



**Makana Rosete, MUW  
Impact Coordinator**

**Jeeyun Lee, MUW  
Director of Impact**

# Our Mission + Vision

Maui United Way's diversity, equity and inclusion statement



## Our Vision

To be the trusted leader to unite Lānaʻi, 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**



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# Common Grant Terms



**Subcontractor**



**Restricted Funds**



**Matching Funds**



**Capital v. Operations**



**Fiscal Sponsorship**



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# 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 -3/4page)

**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

1.	B	C	D	2.
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 if source is secured, pending, or in-kind
1) Foundation Grant	\$5,240	Pending
2) Registration Fees (24 people x \$40 reg. fee)	\$960	Pending
3) XYZ Training Space	\$350	In-Kind Donation from XYZ
Total:	\$6,550	



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# Organizational Strategy



## 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.



Specific	Measurable	Attainable	Relevant	Time-bound
S	M	A	R	T
G	O	A	L	S
What <i>exactly</i> are you trying to achieve?	How will you know when you've achieved it?	Is it genuinely possible to achieve it?	Does it contribute to your agency's revenue growth?	When do you want to achieve this by?



# Strategies for Success

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## 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.



## Sharing Knowledge

Partner with 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
- 'Ohana Mental Health

## Grant Review



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# Data + Reporting

- **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.**



# Grantwriting Resources

## 1. Programmatic Budgets

- 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
    - Navigating Grant Resources
    - Kukulu Switchboard
  - Hawaii Community Foundation (Nonprofit/Fiscal Sponsorship)
  - Grants.gov
  - POL
  - Ohana Center for Excellence workshops
  - Social Media
  - State, County
    - Office of Economic Development
  - OHA
  - Kamehameha Schools
  - CNHA
  - State Capital Grant In Aid GIA/operations/programmatic
  - Maui Office of Economic Development OED handbook
- ## 3. Goals/Objectives/Outcomes Info Sheet
- ## 4. Grants Technical Assistance Support GTAS
- ## 5. Starting a Nonprofit


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# Questions?




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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](https://tinyurl.com/grants808)  
For More Information  
[intern@mauiunitedway.org](mailto:intern@mauiunitedway.org)

**OPEN TO  
EVERYONE!**



**FEMA**

[www.mauiunitedway.org/grantresources](http://www.mauiunitedway.org/grantresources)

# United... we do more good!







# Contact Us :

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