

***Reweaving Community Through Neighborly Exchanges***

Grant Writing

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**Roosevelt Neighborhood Association Mission**

The purpose of the RNA is to create, and encourage a platform for communication and education in the neighborhood.  To create a platform of civil unity and therefore create a safer neighborhood to live.  To create a vehicle in which to influence our youths in positive ways, giving them the role models and the tools in which they need to live a healthy productive life.  To provide a voice for the interest of the RN in matters of zoning, regulations, rules and ordinances, which directly or indirectly for the residents of the neighborhood.  It will publish a quarterly newsletter to be distributed to the residents and other residents throughout the state.  
  
**Roosevelt Neighborhood Association Resource Center Mission**

The Roosevelt Neighborhood Resource Center is a network hub aimed at strengthening the Roosevelt neighborhood and surrounding community through interactive relationship among neighbors, local business and area social service organization, coming together to educate and empower citizens to better address problems and improvements in our community.  The Center provides unique gathering place to have meeting, classes, workshops, resources information, and direct services that empower area residents.

**2010 Vision & Goals**

**Vision**

To create a safe, healthy, and inclusive community.

**Goals**

* Develop a full executive board that is diverse and active
* Maintain an active and diverse volunteer pool
* Build a monetary contributors pool to sustain the Resource Center
* Provide weekly events & classes for residents at Resource Center
* Establish reciprocal relations with at least 50% of neighborhood businesses
* Establish Block Networking Groups throughout the neighborhood
* Encourage more neighbors to support and share with others
* Provide fun community events for families and individuals
* Highlight residents’ talents at neighborhood events
* Promote safe activities for children and teens
* Reduce crime and violence in area by 50%
* Increase beautification of neighborhood with clean-ups & tree plantings
* Work with the city to increase pedestrian and bike improvements in area
* Update Neighborhood Development Plan to reflect a more creative vision
* Create “Welcome to Neighborhood” signs at main entry intersections

**2010 Operating Budget for Roosevelt Neighborhood Association**

**Revenue (per year)**

Membership Donations $250.00

Resource Center Rentals $3,900.00

Local Business Supporters $500.00 (min)

Reimbursement from City $500.00

Corporation/Foundation $0.00

\*In-Kind donation/volunteer staffing $ 3,850.00 (min)

**Total Actual Revenue (\*without in-kind/volunteer hours): $5,150.00**

**Expenses (per year)**

Resource Center $6,146.00

Printing $500.00

National Night Out Picnic $200.00

Miscellaneous Project Supplies $100.00

Holiday events & supplies $75.00

**Total Expenses $7,021.00**

**Budget Deficit per year (Revenue-Expenses): $1,871.00**

**Essential Facts about Roosevelt Neighborhood**

**Monthly Meetings:** Every third Wednesday from 6:30pm – 8:00pm at the Roosevelt Resource Center. Meeting are potluck style with kids rooms available.

**$10 Annual Association Sponsorship** enables the association to fund neighborhood improvement projects, provide refreshment to project volunteers, and print newsletters. All association projects and task are accomplished by dedicated volunteer with the support of local donors.

**U.S. Census Bureau 2000 – Census Tract 7, Whatcom County, Washington**

Population 6,047

0-19 years 1,749

20-34 years 2,114

35-100 years 2,184

Median Age 27.1 years

Sex and Age

Male 3,036

Female 3,011

**Interview with Whatcom Community Foundation with Paula Berg**

Interview done by Regan Rowell

**What do you most commonly look for when assessing grant applications?** Depends on the grant! Of course look to see if it fits the criteria, is error free and has strong financial need for what they are requesting. It is a lot like a job application, the grant just needs to fit well!

**How should someone wishing to receive a grant approach you or go about the process?**

First and foremost, they should look at the website to see if they meet the criteria. Then, fill out the application, write a letter of interest, and wait to see if they qualify for the full application. Maintaining contact and speaking frequently with our directors is always a good idea as well.

**What makes quality grants stand out from others?** The purpose of the funds is key. What will it be used for? How will it benefit the community and its members? What will the impact be?

**Where does your organization typically like to see grant monies go?** It can vary on the grant rounds and what the grant is seeking. Usually we award grants that build community capacity and help its members. Programs, and services to the community make it stronger. High need areas (they run surveys) also tend to be more of a concern.

**What type of language in a grant is most appealing or powerful?** Professional language is a must. Just like when you apply for a job you want to impress and use terminology that is common in the field.

**What are some good strengths or skills to acquire if you want to write grants or review them?** You basically just want to keep in mind what you’re looking for. Being organized is KEY! Good writing skills and vocabulary tend to help as well.

**Interview with United Way**

Interview done by Ashley Updike

**Essential Criteria for Grant Writing**

* Background Information
  + When the organization was established (history)
  + Mission and Vision statements
  + Goals
  + Logo
  + Federal Tax ID#
* Needs Statement
  + Why do you need the grant?
  + Demographics of community the organization serves
  + Statics from recent U.S. Census
* Project and Program Description
  + Describe in detail of what programs will be funded by grants
  + Objectives (measurement of success)
  + Occurrence and time frame of programs/projects?
  + Who attends these projects/programs?
  + Where do you provide these projects/programs?
  + Are attendees required to pay any participation fees?
* Evaluation/Assessment
  + How do we know these programs work?
  + How do you plan on improving these programs/projects for the future?
  + How do these programs benefit the community?
* Budget breakdown (monthly and/or annual

**TEMPLATE FOR GRANT PROVIDER CONTACT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Neighborhood Grant Providers | | |
|  |  |  |
| **Organization:** | **Contact Personal/title:** | |
|  |  | |
| **Contact Email:** | | |
|  | | |
| **Contact Number:** | **Contact Address:** | |
|  |  | |
| **Contact Website:** | | |
|  | | |
| **Requirements:** | | |
|  | | |
| **Deadlines:** | | |
|  | | |
| **Other Important Information:** | | |
|  | | |

**Grants We Applied for Roosevelt Neighborhood Association**

Walmart (Ashley Updike)

Puget Sound Energy Foundation (Sarah Hoza)

Department of Ecology – State of Washington (Quentin Hill)

**Grant Provider Information**

Trader Joe

Walmart

Puget Sound Energy Foundation

City of Bellingham

Conaco Phillips

Whatcom Education Credit Union

Department of Ecology – State of Washington

Whatcom Community Foundation

**TEMPLATE FOR GRANT LETTER – PAGE 1**

Month Day, Year

GRANT PROVIDER NAME

address

city/state/zip code

Dear Friends at GRANT PROVIDER NAME,

Thank you for supporting our community association.

Roosevelt Neighborhood Association and Resource Center is pleased to submit the enclosed proposal to GRANT PROVIDER NAME. This request is for PURPOSE/PROJECT in the Roosevelt neighborhood. We appreciate any contribution towards maintaining the availability of these services to our community members.

The funds from GRANT PROVIDER NAME will allow our resource center to remain open for all community members to access services while improving the social aspects of the neighborhood. Our resource center is an essential asset to the community and provides a safe haven for the youth in the neighborhood to have a common meeting place with their peers and family.

By maintaining the availability of the resource center to our community members, we are striving towards a more welcoming neighborhood that assist all their residents in their times of needs. We strive to provide a safe and stable environment where our residents are able to rely on us as their support system.

The ORGANIZATION’S NAME is a 501 c3 tax-exempt organization

501 statement?

Sincerely,

FIRST & LAST NAME

TITLE

LOGO

ORGANIZATION NAME

ADDRESS

CITY/STATE/ZIP CODE

PHONE NUMBER

FAX

EMAIL

WEBSITE

FULL NAME

EXECUTIVE DIRECTOR

NAME

OTHER BOARD MEMBER

NAME

OTHER BOARD MEMBER

**TEMPLATE FOR GRANT LETTER – PAGE 2**

**Organization Information**

Organization Name

Address

City/State/Zip

**Contact Person**: Name, title

Email, phone, fax

**Executive Director**: Name

Email, phone, fax

**Organizational Background**

(Mission Statement/Vision Statement/History)

**Branch details or Resource Center Details?**

**Needs Statement** (Purpose of Grant)

**Proposal Narrative**

Project Title:

**Project Description** (how will funds be used for the project)

**Sustainability** (how do we know your project/program works)

**Relevance to GRANT PROVIDER**

**ATTACHMENTS**

1. Copy of 501 statement
2. Annual operating budget
3. Etc (other requested forms)

**Other Essential Grant Writing Resources**

Grants and Grant Writing by Valerie Anastasi and Mark Hughes

Experimental Study Design and Grant Writing in Eight Steps and 28 Questions by Georges Bordage and Beth Dawson

The Art of Obtaining Grants by Emily Beth Devine

**Reference**

Anastasi, V., & Hughes, M. (2003). GRANTS AND GRANT WRITING. *Phi Delta Kappan*, *85*(2), 174. Retrieved from Academic Search Complete database.

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Bordage, G., & Dawson, B. (2003). Experimental study design and grant writing in eight steps and 28 questions. *Medical Education*, *37*(4), 376-385. doi:10.1046/j.1365-2923.2003.01468.x.

Devine, E. (2009). The art of obtaining grants. *American Journal of Health-System Pharmacy*, *66*(6), 580-587. doi:10.2146/ajhp070320.