# Grants Guide for New York's 4ᵗʰ Congressional District

*Office of Congresswoman Carolyn McCarthy*

# Federal Grant Facts

- Over 1,300 programs administrated by 54 federal agencies are available to states, municipal governments, and organizations.

- Funds are awarded through a statutory formula or a competitive process.

- Formula grants are usually awarded to states or cities on a noncompetitive basis. Formula grants are usually based on an area's population, poverty, and housing statistics.

- Competitive grant proposals are evaluated to determine which applicants have the potential to meet and exceed the program requirements specified in the grant announcement.

# Federal Grant Facts

- Federal grants are made available throughout the year.

- Typically, grant application deadlines are set about one month from the date of the grant's announcement.

- Word of funding approval is announced three to nine months following a proposal's submission.

- Subgrants are allocated to municipalities and organizations by states having been awarded federal funds.  Grant seekers should apply to the appropriate state agency to receive funding.  Most "block" or "formula" grants are distributed in this manner.

- Some federal grant programs allow organizations to apply for subgrants directly, provided the organization's home state does not apply for the grant itself.

# Finding Federal Grants

## Catalog of Federal Domestic Assistance  [www.cfda.gov](www.cfda.gov)



The Catalog (CFDA) is published twice a year by the General Services Administration. CFDA describes the 1,400 federal grants and non-financial aid programs executed by the federal government's departments and agencies.

CFDA helps users identify programs meeting their specific funding needs. CFDA intends to improve coordination and communication between the federal government and state and local grant applicants.

# Finding Federal Grants

## Federal Funding Reports

http://www.house.gov/ffr/welcome.html

**Federal Funding Reports**

About the Federal Funding Reports

Issues available online:

- Volume 13, Number 01 (January 06, 2003 through January 10, 2003)
- Volume 13, Number 01 in WORD format
- Volume 12, Number 33 (December 23, 2002 through December 31, 2002)
- Volume 12, Number 33 in WORD format
- Volume 12, Number 32 (December 09, 2002 through December 20, 2002)
- Volume 12, Number 32 in WORD format
- Volume 12, Number 31 (December 02, 2002 through December 06, 2002)
- Volume 12, Number 31 in WORD format
- Volume 12, Number 30 (November 12, 2002 through November 22, 2002)
- Volume 12, Number 30 in WORD format
- Volume 12, Number 29 (October 25, 2002 through November 08, 2002)
- Volume 12, Number 29 in WORD format
- Volume 12, Number 28 (October 15, 2002 through October 25, 2002)
- Volume 12, Number 28 in WORD format
- Volume 12, Number 27 (September 30, 2002 through October 11, 2002)

The online Federal Funding Report is a weekly compilation of items published in the Federal Register which affect Federal Domestic Assistance Programs.

The summary consists of three sections:  (1) Federal Register Summary, (2) Early Warning Grants Report, and (3) Disaster Loan Applications.

# Finding Federal Grants

**TGCI: The Grantsmanship Center** www.tgci.com

www.tgci.com

- Table of Contents
- Today's Summaries
- Archives

**TGCI's Federal Register Grant Information**

**Grant Announcements for Wednesday, February 5, 2003**

- **DEPARTMENT OF AGRICULTURE-** Rural Housing Service; Notice of Timeframe for the Section 514 Farm Labor Housing Loans and Section 516 Farm Labor Housing Grants for Off-Farm Housing for Fiscal Year 2003, Correction.

- **DEPARTMENT OF EDUCATION-** Institute of Education Sciences; Notice inviting applications for grants to support education research for fiscal years 2003, Correction.

The Center provides each day's federal grant announcements online.

The Federal Register Archives section includes grant announcements going back one year and notices updating the latest Catalog of Federal Domestic Assistance.

# Finding Federal Grants

## U.S. State and Local Gateway    www.statelocal.gov



The Gateway gives state and local governments easy access to federal government information.

The site includes federal partnership links for states, city management, counties, legislatures, governors, cities, and mayors.

# Finding Federal Grants

## Congresswoman McCarthy's Web site

www.house.gov/carolynmccarthy



The Grants Resources area of my Web site provides links to every federal department's online grants page and information on finding state and private grants.

# How my office can help

- Research specific grant opportunities for your organization.

- Provide notification of grant announcements and requests for proposals suiting your organization's funding needs.

- Review grant proposal, provide proposal writing tips, and help develop strategies for pursuing federal, state, corporate, and private foundation grants.

- Track submitted grant proposals and requests.

- Write endorsement and introductory letters.

- Put grant seekers in touch with contacts from federal departments and agencies, state agencies, and private grant making organizations.

# Tips for Preparing a Grant Proposal

- **Follow Directions!** The most common reason a proposal is rejected is failure to follow the grant guidelines provided by the grant making agency or organization.

- **Address all project elements** mentioned in the grant announcement and program guidelines.

- **Explain the goals and objectives of your request in specific terms.** Use clear, concise language.  Avoid rhetoric and jargon.  Include details such as how you will recruit staff, select work sites, reach those needing help, etc.  Include a timeline and benchmarks for completing important phases of the project.  Define the measurable outcomes you seek to achieve.

- **Explain why this project is needed in your community.**  Use examples and statistics to demonstrate this need. Testimonials from the private sector and those benefiting directly from the project are effective.

# Tips for Preparing a Grant Proposal

- **Indicate other funding sources.** Grants are awarded to projects that will continue once the grant funding expires. Strong financial support from third parties indicates the project will be sustainable.

- **Focus on the needs of those the projects serves,** not the needs of the organization facilitating the project.

- **Anticipate challenges.** Explain how potential barrier to the project's success will be addressed and overcome.

- **Double check your budget proposal numbers.** An inaccurate or unrealistic budget proposal hurts your credibility with potential funding sources. A budget proposal must address all of the project's objectives and plans.

# Tips for Preparing a Grant Proposal

- **Describe a process of evaluation** to measure the success of the project.  Define the measurements objectives in quantitative terms.

- **Be consistent.**  Make sure terminology and objectives remain the same throughout the proposal.

- **PROOFREAD, PROOFREAD, PROOFREAD!**  Errors in grammar and spelling have doomed many worthy grant proposals.

# Components of a Successful Grant Proposal

- **Executive summary**  Brief summary of the proposed project in the form of a cover letter at the beginning of the proposal.  Best if written after the proposal is developed.

- **Introduction** Include biographies of key staff; organization goals; philosophy; history; success stories; other funding sources; and information establishing the organization's credibility and legitimacy relating to the objectives of the grant maker.

- **Statement of need** Focus on issues the grant will address and why these issues are important to your community.  The statement should include: the purpose of the proposal; direct beneficiaries; others indirectly affected; current methods used to address the problem; sustainability strategies; and a plan for solving the problem.  Include data about the issues causing the problem in your community.  Examples and statistics are effective methods for demonstrating the need for the grant.

# Components of a Successful Grant Proposal

- **Evaluation** The evaluation should answer the following questions: How will you know when your project objectives will be achieved. What methods will be used to reach these conclusions? Will you conduct the evaluation or hire an independent evaluator?

    Your method for evaluating outcomes will demonstrate your understanding of the differences between project activities and objectives, thus giving your project greater credibility in the eyes of proposal reviewers. The expected outcomes of the project should be measured quantitatively. Keep the evaluation process flexible in case it needs revision at some point during the project.

# Components of a Successful Grant Proposal

- **Sustainability** Detail a strategy for funding the project once the grant expires and describe other resources necessary to ensure the success of the project.

- **Budget Proposal**  Justify all project expenses and be consistent with the proposal narrative. Include:  salaries of project staff; workspace and equipment; and insurance costs.  Be realistic in your cost estimates.

  Prepare the budget according to what you believe will be needed to accomplish the work. Remember: budgets are your best projections of what the work will cost at the moment you prepare the proposal.

# Before Submitting Your Proposal

- **Find a third party to review the proposal for clarity and errors.** Many reviewers will disregard a proposal at the sight of an error.

- **It is always a good idea to have personal contact** with the program specialist listed in the grant application guidelines. The specialist is the one person who knows exactly what the agency is looking for in regards to grant applications.

- **Make sure the proposal is presented professionally and in accordance with the grant application guidelines.** An attractively presented application package will make a good first impression with reviewers.

- **Make sure forms are signed by the appropriate officials of your organization.** A missing or misplaced signature can disqualify your proposal from consideration.

# Before Submitting Your Proposal

- **Allow for enough time and postage when mailing your proposal.** Keep in mind mail sent to the Washington, DC often takes more time to deliver due to security precautions. Also, **make sure** the application package is addressed to the parties specified in the grant application guidelines.

- **Contact my office!** Let us know when you apply for a grant. We are always more than happy to help.

# After Submitting Your Proposal

- Prepare to wait **three to nine months** for a decision on whether your proposal was accepted.

- **Should your proposal be accepted, be prepared to adhere to regulations regarding how you can draw funds.** You may be required to establish an accounting system to meet federal standards on submitting periodic reports on how grants are spent.

- Should your proposal be rejected, **learn from the experience.** Contact the program specialist to ask for specific comments on why your proposal was not accepted. This constructive criticism will increase your chances of receiving a grant the next time you apply. In many cases, proposals are turned down simply due to an abundance of qualified applicants.

# Where to Find Private Grant Resources

Occasionally, a grant request is better suited by a private or corporate foundation. Here are a few online resources for finding foundations:

# Where to Find Private Grant Resources

## The Foundation Center www.fdncenter.org



The Foundation Center provides information on all aspects of grant seeking including information on hundreds of philanthropic organizations, guidelines for preparing grant proposals, and links to other useful Web sites.

The Center has an exhaustive database on foundation grant allocation and offers a variety of training and research opportunities.

# Where to Find Private Grant Resources

## Long Island Community Foundation www.licf.org



The Foundation supports efforts starting, changing, or accomplishing specific and concrete objectives addressing the needs of those disadvantaged, economically or otherwise.

Answers to frequently asked questions, detailed application guidelines, and contact information can be found at the Foundation's Web site.

# Where to Find Private Grant Resources

## New York Regional Association of Grant makers: Resources for Grant seekers
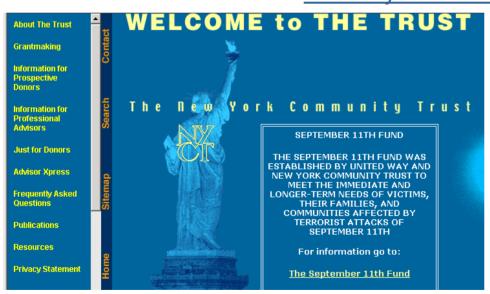
www.nyrag.org



NYRAG provides many programs and resources for area nonprofits including a common grant application accepted by over 60 area grant making organizations.

# Where to Find Private Grant Resources

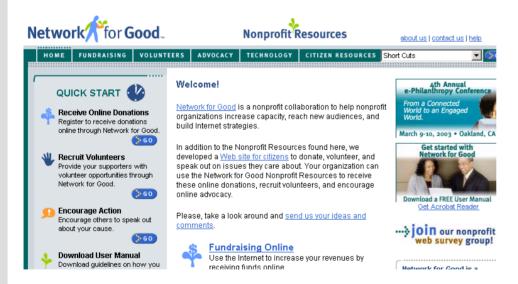## The New York Community Trust

www.nycommunitytrust.org



Established in 1924, the Trust has distributed $127 million to charitable organizations throughout the world with a particular focus on New York City, Long Island, and Westchester County.

The Trust offers grants in four areas: Arts, Education, and the Humanities; Children, Youth and Families; Community Development and Environment; and Health and People with Special Needs.

# Where to Find Private Grant Resources

## Network for Good

www.networkforgood.com/npo



The Network's mission is to build an online community to help nonprofit organizations receive donations, seek partnerships, recruit volunteers, and communicate with other organizations.

# Where to Find Private Grant Resources

## Gifts In Kind International

www.giftsinkind.org



Gifts In Kind International serves as a conduit for the donation of products, goods, and services from the private sector to the charitable sector. Top manufacturers and retailers rely on Gifts In Kind International to design and manage their donation process.

In 2001 alone, Gifts In Kind International and its 350-plus global affiliates distributed more than $675 million dollars in quality products to a network of more than 50,000 charitable nonprofits around the world.

# Where to Find Private Grant Resources

## The Chronicle of Philanthropy

www.philanthropy.com



"The Newspaper of the Nonprofit World" posts weekly requests for grant proposals from both private and corporate foundations.

The Chronicle offers information on nonprofit management, in-kind gifts, and nonprofit news.

# Where to Find Private Grant Resources

## Nonprofit Guides www.npguides.org



non-profit guides

FAQ
Feedback
Home

grant writing tools for non-profit organizations

- Overview
  Basic Steps
- Pre-Proposal
  Inquiry Letter
- Full Proposal
  Components
- Cover Letter
  Cover Sheet
- Budget
  Proposals

While not a place to find potential funders, Nonprofit Guides is a great resource to help you prepare your grant proposal.

Nonprofit Guides offers a comprehensive grant writing guide, sample inquiry letters, budgets, and grant applications.

# Tips for Applying for Private and Corporate Grants

- **Learn as much as possible** about the grant making organization before applying.
- Make sure your request falls within **the organization's priorities and philosophy.**
- **Request a copy of the foundation's annual report and review a listing of its recent grant awards.** Make sure your request "fits" with its giving philosophy.
- **Many grant making organizations require a letter of introduction or intent before inviting formal grant requests.** Find out an organizations guidelines before preparing a formal proposal
- **Never "drop-in" on a grant making organization and request a meeting.** Call to make an appointment before approaching a grants officer.