

Greater Victoria Community Funders Network Grant Writing Handbook

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First Peoples Heritage, Language and Culture Council's Arts Program



Table of Contents



WELCOME 3

INTRODUCTION..... 4

WHAT IS A COMMUNITY GRANT? 5

THE ‘DO’s OF GRANT WRITING 7

THE DON’T’s OF GRANT WRITING 8

TOP 10 QUESTIONS ASKED ON MOST APPLICATION FORMS..... 9

PUTTING THE IDEAS TO PAPER 10

REVIEWING AND RE-WORKING 10

CONSIDERING WHO, WHAT, WHERE, WHEN, HOW, WHY 11

SAMPLE QUESTIONS AND RESPONSES 12

SAMPLE BUDGET TEMPLATE..... 16

DOCUMENTING IN-KIND CONTRIBUTIONS..... 17

DOCUMENTING DONATED PROFESSIONAL SERVICES 17

FINAL QUICK-TIPS..... 18

HOW GRANT APPLICATIONS ARE ASSESSED 19

Appendix 1: GREATER VICTORIA FUNDERS NETWORK – CALENDAR OF GRANTS 20

Appendix 2: GREATER VICTORIA FUNDERS NETWORK - CONTACT INFORMATION..... 22

WELCOME

Welcome to the Greater Victoria Community Funders' Network Grant Writing Handbook. Building on a guide to the funding maze for First Nations applicants, we have adapted their advice for a broader audience. Many thanks to the authors of that useful guide, that can be sourced at: <http://www.fphlcc.ca/arts/arts-toolkit/grant-writing-handbook>

Who are we?

The Greater Victoria Community Funders' Network provides the regular opportunity for representatives of community based funders to share best practices and collaborate on different initiatives. The current membership includes the groups listed on the cover page.

Purpose:

We know that writing a grant application or proposal can seem overwhelming at first, so we've compiled some information in a conversational tone, inviting your response and interaction.

There are many other grant and proposal writing tips that could be shared, but our goal in creating this handbook is to respond to some of the questions we've heard and to get you started by showing you some basic examples.

If you have other questions; you can contact the funders in charge of the grant programs you're applying to directly. Their names and contact information are listed on the final page of the handbook.

Please let us know what you think of the handbook and if you have any suggestions on other resources that would be helpful to other non-profits.



INTRODUCTION

There are many different grant programs available to non-profit and charitable organizations. Grants can be found at local, municipal, regional, provincial, national and international levels, and can support a wide range of activities.

Each grant program has “funding priorities” or “eligibility criteria” that lets you know what types of projects will be considered for funding, along with information on proposal areas that **won't** be considered for funding. The eligibility criteria will also tell you the funding agency's priorities and its vision. Before you start, there are three things to keep in mind:

1. MATCH YOUR IDEA WITH THE RIGHT FUNDING AGENCY – IT'S AN IMPORTANT PARTNERSHIP!

- ✚ Find a funding agency with a grant program to fit your idea, rather than trying to create a new idea that fits into a grant program. Often, people will hear about a grant or the grant deadline and attempt to create a new idea at the last possible minute.
- ✚ Take the time to focus on what you really want to do. Projectify your annual operations into bite-sized chunks. Put your ideas and thoughts to paper; elaborate on some of the logistics such as who, what, where, when, how and why; THEN have a look at various funding agencies' websites to see which ones are the closest match to your idea. There is a master listing of various funding sources under the Granting tab of the Victoria Foundation, to help you explore various options.
- ✚ Once you identify a funder that looks like a match for your project idea, check your own funding history with that funder. Have you reported on previous grants? What types of projects were rejected or approved? If inquiries are welcome, please take the time to contact the funding agency. Give them a call or email them to discuss your project idea. This is your opportunity to get some feedback, advice or guidance on how to proceed with your application.

2. TIME

- ✚ Grant writing takes time, so don't leave it to the last minute. A strong proposal and realistic budget takes time to build. The more time you give yourself, the better. At least two months before the deadline is ideal as you'll need time for other staff and community partners to review and provide input, and to seek board approval.
- ✚ Most funding agencies have one annual deadline but there are some that have two or more deadlines per year. As each funder may have a different deadline, always confirm you have the correct deadline dates. TIP: Check whether the application has to be



postmarked before the deadline date or if it has to be **received** by the funding agency by the deadline date.

3. THE GRANT – WRITING CALENDAR

- ✚ Creating your own **grant-writing calendar** will enable you to schedule quality blocks of time you can spend thinking and sketching out your project ideas. You can put grant deadlines onto your regular calendar or day timer, or set up a calendar in your email program (i.e., Outlook) or online through Google Calendars. TIP: Using a generic calendar ensures deadlines and funding requirements are listed in one place regardless of staff turnover or changes in your workplace. See appendix 1 where we've listed some sample deadlines for 2012 for members of the Network
- ✚ Having a birds-eye view of grant deadlines for the year will help you to decide which grants you want to apply for and help you to get organized in gathering the information you'll need for each one. We realize that it takes several grantors to make larger programs and projects feasible; simply list them in the project budget as potential contributors and update as you hear the results of your applications.

WHAT IS A COMMUNITY GRANT?

Read the eligibility rules carefully!

Community Grants are a type of funding that can be accessed by:

- An organization registered with the Canada Revenue Agency (CRA) as a **charitable organization** and in good standing with a valid registration number, or a **qualified donee**.
- Some Network members also consider applications registered as **non-profits** under the BC Societies Act.
- Corporate members consider **sponsorship** requests separately from grant applications.
- **Individuals** may qualify for scholarships or bursaries.



The main intent of most Community grants is to provide funding support to organizations who want to provide a program, project or service. Here are some examples:

- ✚ A charity develops and offers a six week course in skill building training to a set number of participants and this is repeated three times over the course of a year. This is a **program**. The program has specific activities, staff, outcomes, the number of people attending will be counted and an evaluation will take place at the end of each course session.

- ✚ A charity makes available a computer and a phone for people to search the web and connect with potential employers. This is on a drop in basis, there is no defined outcome and people come and go. This is a **service**.
- ✚ A charity organizes a workshop, a conference or research that is short in duration, will not necessarily be repeated in a calendar year but will produce information that may lead to an expanded or new program. This is a **project**.

Applying for a grant is not a guarantee that you will receive funding. Having a clearly stated, thoughtful proposal will give you the best chance to have your project considered for full or partial funding.

Common reasons why proposals are not successful:

- Duplicates work that is being done by others
- Good idea, wrong group (mission drift)
- Lack expertise in a key area and cannot demonstrate how charity will secure this expertise
- Poorly conceived idea, too vague, general
- Charity needs more capacity to sustain the initiative
- Key partners not consulted prior to the application
- No connection to the target group, or lived experience grounding the proposal
- Group has poor track record - accountability and credibility issues
- Weak budgeting
- CRA record shows deficits
- Poor timing for the initiative



Ask for feedback if your proposal is rejected. . If your application is not successful, don't be discouraged – be proactive and contact the funding agency to request some feedback on how your next application could be improved.

Sometimes proposals are not approved because the funding agency did not have enough funds to approve more applications. Quite often, funding agencies receive far more requests from charities than funding available

THE 'DO's OF GRANT WRITING

- ✓ **Do** think like a funder. Imagine committee members reviewing a stack of proposals. How does your application stand out?
- ✓ **Do** read the funding criteria thoroughly. Highlight items that are especially important such as: the deadline, the maximum amount of funding available through this particular grant, information or attachments that are required with the application, and method of assessment.
- ✓ **Do** call the funder to make sure your project idea matches the grant funding and a similar program is not already funded. If it does not match, the funder may be able to advise you on other grant programs that do match your project idea.
- ✓ **Do** take advantage of any orientation sessions that the funders provide. It is a good way to acquaint yourself with an overview of their granting processes and learn from the examples they provide, as well as have some of your questions answered and put a face to the funder.
- ✓ **Do** follow the application template that is provided to ensure that you respond to every question and so each application has consistent information. If you create your own version of the application form you may omit a question. This can result in your application being considered incomplete or rejected by some funding agencies.
- ✓ **Do** follow the criteria, point-by-point, keeping within the space provided on the form.
- ✓ **Do** write brief, succinct, straight-to-the-point answers to each of the questions.
- ✓ **Do** use the spell-check and grammar-check functions on your computer or have someone check your spelling and grammar before sending the application.
- ✓ **Do** plan ahead so you can send your application on time with all necessary documents enclosed. The funder may ask for the application and attachments to be sent via email. In that case, follow up to confirm the funding agency has received your proposal and any attachments.
- ✓ **Do** follow the formatting instructions. Avoid trying to squeeze more information into your form by using a smaller font or decreasing the margin spaces. Standard font size can be 10, 11, or 12 point and most application forms are designed with a 1" margin. If you find that you're running out of space, your application may need more editing to be more succinct and to-the-point.
- ✓ **Do** let the funder know if any of your contact information changes. (This includes email and address changes, contacts and phone numbers) This is really important in case the funder needs to contact you for more information. If a funder can't reach you by phone, fax, email, or regular mail your application may not get reviewed or funded.



- ✓ **Do** keep a photocopy and a computer file copy of your entire application in case it is lost, but also so you can use it to prepare for your program/project if the application is approved for funding.

In the case of staff turnover, this ensures all of the information is available to them. Funding agencies do not usually provide you with a copy of your application, so it is important for you to make a copy for yourself.

- ✓ **Do** use your copy of a successful grant application to create your work-plan so you can keep your project on track and on budget. This will also help you to create a final report about the project, which will enable you to close your file with the funding agency at the end of the year.
- ✓ **Do** share the success and progress of your project with your funding partners.
- ✓ **Do** allow plenty of time (start a month before the deadline) so you can check and re-check your entire application package.

THE DON'T'S OF GRANT WRITING

- ⊖ **Don't** leave blank spaces on your application; if something doesn't apply to you or your project, write 'N/A' (not applicable). Delete the instructions if asked to do so, out of courtesy for those reviewers facing a stack of papers. Less is more!
- ⊖ **Don't** simply write "see attachment" all over the application form and then attach your own proposal in your own format (unless the funding agency says this is acceptable). Use as much of the space provided first and if you need more space, THEN say 'see attached' (still keeping within any word or space limits).
- ⊖ **Don't** try to reformat an application form that has specific space and character limitations. If a funder has a strict page count and you go over the count, your application may be rejected out of fairness to the others who complied. We can all say more. Funders may contact you for further details if needed.
- ⊖ **Don't** write lengthy, vague, general statements about your proposed project, as this can make it confusing or difficult for the proposal to be assessed. Be concise and stick to the point of your program.
- ⊖ **Don't** add excess documentation or material that do not directly relate to your application. Lengthy articles, booklets and reports simply won't get reviewed – there isn't enough time for most review committees to read through anything that doesn't directly relate to the project.
- ⊖ **Don't** assume that the funder or the grant-review committee will 'read between the lines' or 'guess' at what you're trying to say. If you don't state it, they won't assume it.



TOP 10 QUESTIONS ASKED ON MOST APPLICATION FORMS

Each funding agency has different application forms and criteria. After your organizational contact information, the **ten most frequently asked questions** are:

1. Please describe your history as an organization.
2. What is your mission and mandate (that pertains to the following project)?
3. What is your program/project **idea?** (or, please describe your proposed project).
4. Why is this program/project important? (or, describe the 'need' your programme/project will address)
5. What sort of background or history (expertise?) do you have to carry out this program/project?
6. How long will it take you to carry out your program/project (or what is your timeline)?
7. Who will be involved in your project and what are their roles?
8. How will your program/project benefit you, the participants?
9. How much will the entire program/project cost (or what is the full budget for the project), and how much of that budget are you requesting from this grant program?
10. How will you evaluate the program/project, who will participate, and what will you do with the results of the evaluation?



Some grant programs have additional questions that will enable the funder/review committee to review the benefits of your program/project.

Sometimes these questions can sound repetitive, so if you're not sure about what is being asked, contact the funder for guidance.

For projects with budgets above a certain threshold, some funding agencies will also ask you to provide two or more *recently-written* letters of support that relate specifically to this project (not 'generic' or outdated letters of support).

Keep in mind that the funding review committee will only be able to assess your application based on what you actually state in your application package. **Remember – if you don't say it, they will not (and cannot) assume it.**

Even if you think there might be members on the review committee who are familiar with your work, your history or your reputation, you cannot assume that they will fill in the blanks on the application for you. In fact, it is their responsibility to be neutral and fair by assessing all applications equally.

PUTTING THE IDEAS TO PAPER

Some funders provide sample applications on their website to get your juices flowing. Note their preferred style. A simple approach for getting started is to **'brainstorm.'** It may be helpful to "mind map" or write all your ideas down without analyzing them (yet). When you're brainstorming, all ideas are good ideas.

Once you have a kernel of a good idea, invite those who are going to be involved in the program/project to participate in brainstorming.



Look at each question on the application form and write down all the words, phrases and thoughts that come to mind. A flip chart paper or a dry-erase board can be used or you can use regular sized paper.

Once you have a strong concept written down, you can start to 'group' the ideas according to words that fit together or relate will to one another.

The chart on the following page that outlines the W5 components of a good project may help you brainstorm.

REVIEWING AND RE-WORKING

One of the best ways of finding out how your proposal sounds is to read it aloud to yourself. It is also a good idea to have one or two other people read the proposal aloud to themselves and get back to you. This allows you to hear exactly how the words on the paper will sound to the people who will be assessing your application; and this enables you to edit and adjust the proposal accordingly. You may notice certain items repeated, or some left out. Illustrations, charts, graphs, flowcharts and tables are also useful and practical ways you can share your vision. These should easily correspond with what you've written and serve as a 'birds-eye-view' of your project.

Always make sure of the 'spell-check' and the 'grammar-check' on your computer. This is especially helpful when you've been reading and re-reading your application a few times. The 'thesaurus' and 'dictionary' functions on your computer are also handy tools that can be used for your brainstorming work right through to your final edits. The "Word Count" feature under the Review toolbar helps you stay within suggested word limits.

Each of these tools can help you to refine your application to be clear, concise and straight to the point and will enhance overall first impressions of your organization

And finally, make use of the checklists that come with the application package. This will help to ensure that you've included all the necessary support material for your application.

CONSIDERING WHO, WHAT, WHERE, WHEN, HOW, WHY

WHO	<ul style="list-style-type: none"> ✚ Who will be involved in the project and how will you recruit them? ✚ Who will be responsible for overseeing all of the administrative aspects of the project such as hiring, payroll, report writing, budget management, project management, artistic directions, etc.? ✚ Who are the paid workers or contractors and who are the volunteers? How are people selected for each of these roles? How many will you need?
WHAT	<ul style="list-style-type: none"> ✚ What is the ultimate vision of the project and have you described this in a way that can serve as the key 'direction' for all participants? ✚ What are your goals and objectives for this project? ✚ What do you hope to achieve and how will you know you've achieved your goals?
WHERE	<ul style="list-style-type: none"> ✚ Where will your project take place? ✚ Will you need one space or several spaces? ✚ Will you need to rent space or can you access space at no charge? If you can access space at no charge, can you document this as an in-kind contribution from an organization in your budget?
WHEN	<ul style="list-style-type: none"> ✚ When will the project take place? Is there a clear start and end date? ✚ When do paid and volunteer participants work on the project? ✚ When are the pre and post evaluation phases?
HOW	<ul style="list-style-type: none"> ✚ How will the project proceed – do you have a project work plan that provides a clear overview of the project including who, what, where, when, how why and how much? ✚ How will you evaluate and measure the success of your project; and how will you document any changes you've had to make to the project? Video? On-line surveys? Pre and post benchmarks? Focus groups? An external evaluator?
WHY	<ul style="list-style-type: none"> ✚ 'Why' are you doing the project? Is there a need that is being fulfilled? Does your project description and each section of your application clearly show what the needs are and why it is important to address these needs? How were needs defined?

SAMPLE QUESTIONS AND RESPONSES

Here's is an example of a proposed arts therapy program for challenged youth. Included are some fairly complete and easy to understand responses compared to incomplete and vague responses.

A. Please describe your mission and philosophy as an organization

Complete	<p>The Island Art Society (IAS) has been serving the community for more than 20 years. Our mission is to work with community volunteers and partner organizations to support literacy and community education across the Islands. The society adheres to a functional view of 'literacy': the ability to accomplish tasks and flourish in the community. 'Community education' is interpreted as members of the community building literacy skills together: the community teaching the community.</p> <p>Island Social Services (our lead partner) has emphasized assistance for the under and unemployed. We have partnered with three other agencies to offer a short series of life skill workshops for people with mental health or addiction issues and to develop a website where the marginalized can have a voice and in turn provide a 'safe' forum for the wider community to build relationships with people they may previously have judged or avoided.</p>
Incomplete	<p>We are an arts centred organization working to provide a space for people to express their art form and share it with the community.</p>

B. What is your project idea? (or please describe your proposed project)

Complete	<p>This program will be developed and run as a partnership between Island Arts Society & Island Social Services. This project recognizes that the most effective service delivery entails organizations working together to provide integrated care.</p> <p>Through a series of workshops, vocational rehab, employment mentoring, and an innovative website, Free Voice, IAS will provide an opportunity for 50 marginalized community members to build essential life skills, express themselves through the arts, connect and socialize with their community and hopefully re-enter the work world.</p>
Incomplete	<p>We will bring people together to post their thoughts on the web, talk about art, mingle and get information on services in the community.</p>

C. Why is the project important? (or describe the 'need' your project addresses)

Complete	<ul style="list-style-type: none"> ✚ We did a careful review of all VIHA reviews and recommendations for the island. We reviewed similar successful programs across BC, Canada and internationally and consultation with community groups and Community Economic Development Commission. Summary available upon request. ✚ From 2010-2011 the Island Social Services (ISS) conducted a six month study funded by the Ministry of Housing and Social Development collecting quantitative and qualitative data regarding the employment barriers and needs of 2,000 clients on their rolls. ✚ In 2010 ISS provided short term mental health care for 194, assisted 62 adults with addiction, 50 youth regarding addiction, 86 for mental health care, 46 for mental health nursing and Yellow Sub accommodated 25. ✚ In 201, IAS ran a six month test run of this program offering life skill workshops for clients referred who had mental health and addiction issues with evaluation monitored throughout. ✚ Our Island Art Society also enrolls approximately 150 new learners each year and monitors their needs and barriers.
Incomplete	<p>We asked people in the community if they thought that this program would be a good idea and they said yes.</p>

D. What sort of background or history does your organization have to carry out your proposed project?

Complete	<p>Island Arts Society currently has over 100 volunteers including many with specialised teaching expertise, psychology, and mental health nursing backgrounds. We have well established relationships with the marginalized sectors of the community.</p> <p>The Executive Director has an MSc in Public and Social Policy from the London School of Economics and is currently also a CRD Commissioner for Community Economic Development. Our Educational Programmer has her BA in psychology and had an extensive career developing educational programming for people with multiple barriers, both across Canada and internationally.</p> <p>We have a proven track record providing individualized education, learner centred programming and literacy support for people with mental health, addiction or poverty barriers. Our partnership with Island Social Services on this project entails access to their expert staff which includes clinical counsellors, a mental health nurse, support workers, a social worker and front line service providers.</p>
Incomplete	<p>We have many volunteers with a passion for art and our staff have been in the art field for many years. We have provided art classes at local community fairs and have made 14 presentations at the local high school.</p>

E. How long will it take to carry out your project (or what is your timeline for the project)?

<p>Complete</p>	<p>September to December 2012</p> <p>Pre –program – June / July August</p> <ul style="list-style-type: none"> • Planning, recruitment, publicity • Individualized contact and support: workshop hosts, mentors, volunteers participants • Community liaison • Advisory committee Evaluation process <p>Life skills workshop</p> <ul style="list-style-type: none"> • Vocational rehab • Life skill training • Creative processes • Recreation • Social opportunities <p>Mentoring program</p> <ul style="list-style-type: none"> • Workplace • Skill development <p>Social Activities: meals, drug free recreation</p> <ul style="list-style-type: none"> • Volunteer Support: training, consulting, program planning and assessment • Free Voice website: tutoring, materials technical assistance <p>Evaluation & Assessment – Mid program & December 2012</p>
<p>Incomplete</p>	<p>The program will run over a 4 month period with a number of workshops and activity sessions taking place during that time.</p>

F. Who will be involved in your project and what will their roles be?

Complete	<p>Island Art Society will employ a full time coordinator to create and deliver vocational rehab, life skills, educational and life long learning and creative recreational programming for people with mental health, addiction or other pervasive barriers to healthy lifestyles and potential employment. In addition, volunteer mentors will work with participants preparing to re-enter the workplace.</p> <p>The coordinator will establish an advisory committee of 12 representing a range of community groups as well as representatives from the participants to assist in the planning and evaluation process.</p> <p>Each participant will be provided with tools to articulate and evaluate their learning goals and objectives. Staff at Island Art Society and Island Social Services will be available for advice and support.</p> <p>As a new program it is challenging to predict exact success rates as the project is working with people who have serious life challenges. All successes, minor and major will be celebrated and accounted for.</p>
Incomplete	<p>There will be a number of people (staff, volunteers, advisory committee) involved in the program and there will be clear roles and responsibilities in place for them.</p>

G. How will your project benefit your organization, participants (or community)?

Complete	<p>The vocational rehab, life skills and creative recreational drop in classes and courses that will be offered by this project create crucial social opportunities for the target population of 50 participants. Each 'day' will also include a meal and time set aside for socializing to reduce isolation that our surveys show is common.</p> <p>Experts and interested people from the wider community will be utilized in the programming as support volunteers and as workshop hosts. This will create social opportunities between sectors of the community that might otherwise have not interacted.</p>
Incomplete	<p>This project will benefit our community immensely in terms of teaching, learning and bringing awareness to the general public.</p>

SAMPLE BUDGET TEMPLATE

How much will the entire program/project cost (or what is the full budget for the project), and how much of the budget are you requesting from this grant program? *Note: Some funding agencies have a maximum percentage % set as to how much they will fund administrative overhead towards the proposal. Pro-rate those costs where you can show a direct link.*

Complete	Items	Details	Total Amount	Funders Cost
Expenses	Salaries/wages/benefits	Coordinator (\$25hr X 40hrs wk) Honoraria	\$52,000 \$ 3,000	\$30,000
	Material & Supplies	Manuals @ 40, printing, Adver.	\$ 650	\$ 300
	Evaluation Costs	\$25 hr x40 hours	\$ 1,000	\$ 1,000
	Food & Beverages	10 per person x 40 for 16 wks	\$ 6,400	\$ 3,000
	Computers	Refurbished and software	\$ 3,000	
	Facilities Expenses	Insurance & janitorial work	\$ 2,000	\$ 1,000
	Total Expenses		\$68,050	\$35,300

Complete	Items	Details	Total Amount	
Revenues	VIHA	Confirmed	\$20,000	
	Chamber of Commerce	Confirmed	\$ 1,000	
	In-Kind Contributions	Volunteer hours @ \$20 per hour	\$10,000	
	Total Revenue/In-Kind		\$31,000	
Amount Requested from funder				\$35,300

Incomplete	Items	Details	Total Amount	Funders Cost
Expenses	Salaries/wages/benefits		\$52,000	
	Material & Supplies		\$ 650	
	Evaluation Costs		\$ 1,000	
	Food & Beverages		\$ 6,400	
	Computers		\$ 3,000	
	Facilities Expenses		\$ 2,000	
	Total Expenses		\$68,050	

Incomplete	Items	Details	Total Amount	
Revenues	VIHA		\$10,000	
	Chamber of Commerce		\$ 1,000	
	Total Revenue/In-Kind		\$11,000	
Amount Requested from funder				\$35,300

DOCUMENTING IN-KIND CONTRIBUTIONS

More and more, grant funding programs are requiring you to match the value of their funding with a percentage of funding from other sources, donations and in-kind contributions.

For example, they may offer up to 75% of the funding you need, but you have to provide proof of 25% worth of volunteer time and in-kind contributions.

Or they may offer up to 50% of the funding you need provided you can demonstrate another 25% from private funding sources and another 25% of your own donations or in-kind contributions.

In-kind contributions can include things like:

- Use of office space
- Phones, faxes, postage
- Volunteer time
- Transportation
- Use of equipment
- Use of classroom/workshops space
- Professional Services

All funding agencies are different – so be sure to read the list of things they will accept as ‘in-kind’.

The bottom line is that your contribution of time and expertise has a value.

Tracking your hours, and placing a dollar value on any other advice or expertise, translates to a record of valuable donations and in-kind contributions.

You can help the organization (and the funder) by providing written documentation of your contributions. Every volunteer can be given a timesheet that they can use to track their time; these timesheets are then collected and entered into a summary sheet.

DOCUMENTING DONATED PROFESSIONAL SERVICES

If you're contributing advice or other types of professional expertise, you would also keep track of your time on this timesheet, or you can prepare an invoice showing your professional fees. At the bottom of the invoice, you can include the following statement:

Total Due: \$0 (reduced to \$0 as a professional courtesy / in-kind contribution)

FINAL QUICK-TIPS

- ✓ Checklist: Ensure you have a **complete** package before sealing the envelope or pushing the send button on your email.
- ✓ Spell and grammar check: Read the application out loud to be sure it sounds okay. Also – just to be sure, have someone else read through to check your grammar and spelling
- ✓ If a paper copy is required, print your entire application on regular white (8^{1/2}" x 11") paper. Instead of stapling the application together, use a paper clip. This will make it easier for the funder to copy your application package.
- ✓ **Label everything** to make it easy for the funding agency to review your application or proposal. Use headers and footers to display your agency name on each page.
- ✓ Save the final version and, make a reference copy of the entire application package including attachments. This will come in handy if your application is approved for funding. Having a copy on hand will also help you get organized internally for your project once it is approved.
- ✓ Mark your calendar: Look at the calendar to see when you can expect to hear back on your application. Generally it takes 12 weeks (3 months) after the deadline to hear back. Mark this date on your calendar so you'll be ready for your response.



HOW GRANT APPLICATIONS ARE ASSESSED

Each funding agency has its own process and checklist for assessing grant applications, but generally speaking, these are some of the things that are considered;

- ✚ The nature, quality and impact of the program/project in the community
- ✚ The expertise engaged to carry out the project
- ✚ The quality of the programs already delivered by the applicant
- ✚ The level of commitment from project/program staff
- ✚ Demonstration that the program/project is well thought out and the applicant has the capacity to implement the project
- ✚ Demonstration that the applicant has completed any other program/project funded by this grant program (and submitted any final reports required)
- ✚ Demonstration of how this project benefits the community. Defining deliverables and measuring outcomes.
- ✚ Return on investment: How many people will benefit from a grant?



Proposal Review Committee

Applications are most usually reviewed by a committee such as a “proposal review committee”, ‘funding review committee’, ‘Grant Review committee or a ‘Jury’.

Most grant funding agencies will invite between 3-10 people to review grant applications and to provide recommendations on which should be funded.

Committee members are responsible for reviewing and evaluating all applications.

From there, members are usually brought together to discuss the applications in greater detail and to reach consensus on which applications will be recommended for funding.

The funding agency will make the final decision on which applications will be funded and will also determine how much grant money will be awarded to successful applications.

The funder maintains notes from the committee’s discussion and provides this as feedback to each applicant to help with further applications.

Appendix 1: GREATER VICTORIA FUNDERS NETWORK – CALENDAR OF GRANTS

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> ✦ Success by 6® Open Call ✦ TELUS ✦ United Way application Deadline Jan 18th ✦ VanCity – Deadline – Jan 30th (decisions 15 weeks after this Deadline) 	<ul style="list-style-type: none"> ✦ Coast Capital Savings - Spring Cycle: Expression of Interest Deadline – Feb. 16th ✦ Success by 6® Open Call ✦ TELUS (Victoria Bd.) Deadline Feb 27th 	<ul style="list-style-type: none"> ✦ Coast Capital Savings - Spring Cycle: Full Application Deadline – March 16th ✦ Success by 6® Open Call ✦ TELUS (Victoria Bd.) Review – Mar. 26th ✦ TELUS (Victoria Island Bd.) Deadline – Mar. 26th ✦ United Way funding decisions mid March ✦ Victoria Foundation IKB Transfer Scholarship applications due March 1st
APRIL	MAY	JUNE
<ul style="list-style-type: none"> ✦ Queen Alexandra Foundation – Grant cheques presented to successful recipients – April 1st ✦ C-FAX Santa’s Anonymous Deadline for applications – April 12th ✦ Success by 6® Open Call ✦ TELUS (Victoria Island Bd.) Review – Apr. 26th ✦ Victoria Foundation – BC Aboriginal Student Awards application Deadline April 10th ✦ Victoria Foundation – Adoption & Permanency Micro grant application Deadline April 16th 	<ul style="list-style-type: none"> ✦ C-FAX Santa’s Anonymous Grant decisions May 30th ✦ Coast Capital Savings - Summer Cycle: Expression of Interest - Deadline – May 4th ✦ PECSF (Community Fund) 3-year funding cycle Deadline May 31, 2014 ✦ TELUS (Victoria Bd.) – Deadline May 28th ✦ Success by 6® Open Call ✦ VanCity – Deadline May 15th (decisions 15 weeks after this deadline) 	<ul style="list-style-type: none"> ✦ Coast Capital Savings -Summer Cycle: Full Application Deadline – June 1st ✦ Success by 6® Open Call ✦ TELUS (Victoria Bd.) Review – Mar. 25th

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> ✦ C-FAX Santa's Anonymous July 6th information on website for Fall cycle (cfaxsantas.com) ✦ Victoria Foundation application Deadline July 6th ✦ Success by 6® Open Call 	<ul style="list-style-type: none"> ✦ Coast Capital Savings Fall Cycle: Expression of Interest Deadline – Aug. 24th ✦ Success by 6® Open Call ✦ TELUS (Victoria Bd.) Deadline Aug. 27th 	<ul style="list-style-type: none"> ✦ Coast Capital Savings Fall Cycle: Full Application Deadline -Sept. 28th ✦ Success by 6® Open Call ✦ TELUS (Victoria Bd.) – Review – Sept. 24th ✦ VanCity – Deadline – Sept. 17th (decisions 15 weeks after this deadline)
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> ✦ Success by 6® Open Call ✦ TELUS (Victoria Island Bd.) Application Deadline – Oct. 1st Review – Oct. 22nd ✦ Queen Alexandra Foundation – Call for Expression of Interest – Oct. 1st 	<ul style="list-style-type: none"> ✦ Coast Capital Savings -Winter Cycle: Expression of Interest Deadline – November 23rd ✦ Success by 6® Open Call ✦ TELUS (Victoria Bd.) Strategic Planning – Nov. 26th ✦ Victoria Foundation funding decisions Nov. 30th 	<ul style="list-style-type: none"> ✦ Queen Alexandra Foundation – Deadline for Expression of Interest – Dec. 1st ✦ Coast Capital Savings - Winter Cycle: Full Application Deadline -December 31st ✦ Success by 6® Open Call ✦ United Way Call for proposals – Dec. 10th

Appendix 2: GREATER VICTORIA FUNDERS NETWORK - CONTACT INFORMATION

ORGANIZATION	CONTACT INFORMATION
C-FAX SANTAS ANONYMOUS SOCIETY	<p>Christine Hewitt Executive Director 250-920-4644 christine.hewitt@bellmedia.ca www.CFAXSantas.com</p>
COAST CAPITAL SAVINGS	<p>Maureen Young Manager, Community Partnerships & Investment 250-483-8779 maureen.young@coastcapitalsavings.com www.coastcapitalsavings.com</p>
PROVINCIAL EMPLOYEES COMMUNITY SERVICES FUND (COMMUNITY FUND)	<p>Frances Gorman Campaign Manager 250-356-1736 Frances.Gorman@gov.bc.ca or PECSF@gov.bc.ca www.communityfund.gov.bc.ca</p>
QUEEN ALEXANDRA FOUNDATION FOR CHILDREN	<p>Frances Melville Director of Community Relations 250-519-6943 frances.melville@viha.ca www.queenalexandra.org</p> <p>Laurie Fisher Central and North Island Community Relations 250-218-1454 Laurie.fisher@viha.ca</p>
SUCCESS BY 6®	<p>Jan White Program Manager Success by 6/PLAY South Vancouver Island 250-216-4889 earlyyears victoria@shaw.ca successby6victoria.ca</p>

<p>TELUS (COMMUNITY BOARD)</p>	<p>Gina Pecorelli Senior Community Investment Manager 250-388-8150 (w) 250-213-2444 (c) <u>gina.pecorelli@telus.com</u> www.telus.com</p>
<p>UNITED WAY OF GREATER VICTORIA</p>	<p>Chris Poirier-Skelton Director, Community Investment & Collaboration 250-220-7360 <u>chris@uwgv.ca</u> www.uwgv.ca</p>
<p>VANCITY</p>	<p>Danella Parks Community Development Manager 250-519-4240 <u>Danella_Parks@vancity.com</u> www.vancity.ca</p>
<p>VICTORIA FOUNDATION</p>	<p>Marg Rose Director, Community Initiatives and Grants 250-381-5532 <u>marg@victoriafoundation.bc.ca</u> www.victoriafoundation.bc.ca</p>



