

GRANT WRITING 101



**KENTUCKY
RECYCLING
COALITION**

ADVANCE PREPARATION

These documents can be compiled before you write a grant and kept in one file for easy access:

- ❖ By-Laws and Mission Statement of the Organization
- ❖ Proof of Charitable Tax-Exempt status under section 501c(3) of the U.S. Tax Code
- ❖ Proof of Current Reporting Status with the Secretary of State
- ❖ Copy of most recent audit or financial statement
- ❖ Employer ID and Unique Entity Identifier Numbers
- ❖ Current List of the Board of Directors or Governing Body
- ❖ List of project advisory council members, if any
- ❖ Resumes of current and proposed staff
- ❖ Job descriptions
- ❖ Demographics of target population
- ❖ History of organization
- ❖ Minutes of recent board meetings and attendance
- ❖ Sample Board resolution authorizing application submission
- ❖ Mission relationship statement – How the funder’s mission aligns with your mission.
- ❖ Future funding or sustainability statement – How will this project continue after the grant is spent?

PROBLEM STATEMENT: Documents the needs to be met or problems to be solved by the proposed project.

“The problem to be addressed is _____”

Supported by statistics

Lists sources of statistics

Includes a human interest story

GOAL: A simple description of what you hope to accomplish in the allotted time.

Reverse of the problem statement

Clear Brief Broad

OBJECTIVES: Measurable action items that describe the scope of work and correspond with budget line items.

Quantifiable, Qualifiable, Time-Phased

Specific

Goal and Objectives

The goal is the overall outcome you want to achieve, and the objectives are what you plan to do to achieve your goal. The goal has no numbers. The objectives are actions that can be counted and thus, evaluated upon completion. They occur over the time allotted by the funder.

Sample Goal

The goal of this proposal is to increase the volume and quality of curbside recycling in Frankfort, KY

Sample Objectives

Mail quarterly “How To Recycle” postcards to a minimum of 2000 addresses.

Recruit and train a minimum of 10 community volunteers in cart evaluation and tagging in the first quarter.

Select in the first quarter 3 neighborhoods in Frankfort, KY with curbside recycling subscribers for cart evaluation.

Initiate evaluation and tagging of a minimum of 100 carts in the second quarter by trained volunteers.

Sample Budget

How To Recycle postcards	2000	\$1.00/each	\$2000.00
Postage & mailing list	2000	\$1.00/each	\$2000.00
Training materials for volunteers	10	\$15.00/each	\$150.00
Cart Tags	300	\$.50/each	\$150.00
Volunteer Travel for 10 volunteers	5000	\$.55/mile	\$2750.00