



Center for Rural Health  
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School of Medicine & Health Sciences

# Grant Writing Workshop

Nursing N&D 590 (Directed Studies in Nutrition)

Presented by:  
Brad Gibbens, Deputy Director and Assistant Professor

October 17, 2019



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- Established in 1980, at The University of North Dakota (UND) School of Medicine and Health Sciences in Grand Forks, ND
- One of the country's most experienced SORH- only 4 states established prior to 1980.
- UND Center of Excellence in Research, Scholarship, and Creative Activity
- UND Award for Departmental Excellence in Research
- 7 National programs, 65 staff and faculty

**Focus on**

- Educating and Informing (Information Dissemination)
- Indigenous Health Programs
- Health Policy
- Research
- Evaluation
- Working with Communities: Community engagement and development
- Health Workforce
- Work with: Hospitals, Public Health, Primary Care, EMS, LTC, Behavioral Health, Schools, Brain Injury, and other essential community and health organizations

**Your Funding is Ailing – What do we do?**



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**And You Have Been Assigned to Write a Grant!**



**Don't Be A Scared Bunny**



**We Are Here To Help**





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## The Grant Writing Process

Covers a broad scope of activities including planning and research, proposal development, and proposal follow-up



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### A grant is:

- A giving of funds for a specific purpose
- A relationship between grantor and grantee is an exchange relationship
- The exchange varies with the type of grant making organization
- It is not gift or charity



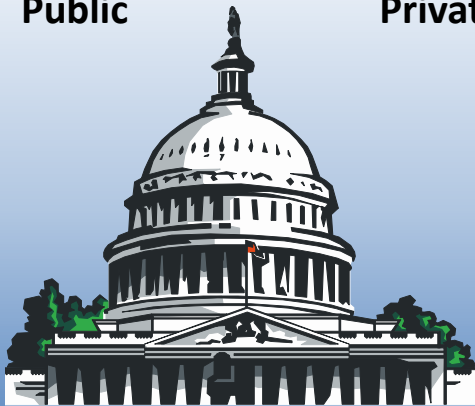
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## Two common questions that are commonly asked by grant seekers

1. "Where is the money available?"
2. "How do I seek funding?"

## There are 2 primary sources of grant money

Public



Private





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## Examples of Public Grants

**Research grants**: support investigation of the discovery of facts or application of new theories

**Demonstration grants**: to demonstrate or establish the feasibility of a particular theory

**Project grants**: support individual projects in accordance with legislation

**Block grants**: provide states with funding for a particular purpose

**Formula grants**: provide funding to specific grantees on the basis of a particular formula



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## Public Funds

- Obtained from governmental units like federal, state, and local agencies.
- Many of the health grant programs administered by the federal government are based on the pursuit of national objectives.



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## Private Funding

Can be obtained from a variety of sources, such as foundations, corporations, voluntary agencies, and community groups.

### Private Foundations

- receive income from individual, family, or groups of individuals
- funding priorities are usually based on personal philosophies of the founding member
  - Example:
    - Robert Wood Johnson Foundation
    - W.K. Kellogg Foundation

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## You Must Be From North Dakota If...



You define summer as three months of bad sledding

Your definition of a small town is one that doesn't have a bar.



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## Private Funding

### Corporate Foundations

- receive contributions from profit-making entities
- Over 2,000 in U.S. with assets over \$11 billion
- Example: CIGNA, Walmart

### Community Foundations

- are involved in grant giving within a specific community, state, or region
- Example: Otto Bremer Foundation, Dakota Medical Foundation, ND Community Foundation



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## Seeking the Appropriate Funding Source





## What is RHIhub?


- Online library focused on rural health and human services.
- Over 13,000 rural relevant resources, including:
  - Funding opportunities
  - Over 60 topic guides
  - State pages
  - News
  - Reports and publications
  - Events calendar
  - Maps
- 17 years old
- 7 million visitors to our website
- About 10,000 requests



## What RHIhub Does...



- Help rural communities access the full range of available programs, funding, and research
- Provide easy access to information gathered from many sources

<https://www.ruralhealthinfo.org/>



**RHIhub**  
Rural Health Information Hub

Formerly the  
*Rural Assistance Center*

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Community Health Gateway ▾


Tools for Success ▾

RHIhub Publications & Updates ▾

*Your First Stop for Rural Health Information*




**Get Rural Updates**



Stay current on rural health news, funding opportunities, research, and more with RHIhub's email updates.


[Sign Up](#)

**Community Health Gateway**




Find proven strategies for strong rural programs with toolkits like the [Rural Health Promotion and Disease Prevention Toolkit](#) in the [Rural Community Health Gateway](#).

**Funding Opportunities**



Discover the latest funding and opportunities to support rural health. [Browse all funding opportunities](#).

**Key Rural Health Issues**



Learn about issues that impact rural health in RHIhub's Topic Guides. Recently updated:

- [Rural Care Coordination](#) NEW!
- [Browse all 50+ topics](#)

# Finding Rural Data to Support Proposals



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**Topics & States**

**Topic Guides**

Guides covering over 50 topics important to rural health projects and providers

- [Browse all topics](#)

**Top Guides**

- [Federally Qualified Health Centers](#)
- [Critical Access Hospitals](#)
- [Rural Health Clinics](#)
- [What is Rural?](#)

**State Guides**

State-by-state breakdown of rural health resources. Also includes information for U.S. Territories, Commonwealths and resources available to all states.

<ul style="list-style-type: none"> <li>• <a href="#">Alabama</a></li> <li>• <a href="#">Alaska</a></li> <li>• <a href="#">Arizona</a></li> <li>• <a href="#">Arkansas</a></li> <li>• <a href="#">California</a></li> <li>• <a href="#">Colorado</a></li> <li>• <a href="#">Connecticut</a></li> <li>• <a href="#">Delaware</a></li> <li>• <a href="#">Florida</a></li> <li>• <a href="#">Georgia</a></li> <li>• <a href="#">Hawaii</a></li> <li>• <a href="#">Idaho</a></li> <li>• <a href="#">Illinois</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Nevada</a></li> <li>• <a href="#">New Hampshire</a></li> <li>• <a href="#">New Jersey</a></li> <li>• <a href="#">New Mexico</a></li> <li>• <a href="#">New York</a></li> <li>• <a href="#">North Carolina</a></li> <li>• <a href="#">North Dakota</a></li> <li>• <a href="#">Ohio</a></li> <li>• <a href="#">Oklahoma</a></li> <li>• <a href="#">Oregon</a></li> <li>• <a href="#">Pennsylvania</a></li> <li>• <a href="#">Rhode Island</a></li> <li>• <a href="#">South Carolina</a></li> </ul>
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**ABOUT TOPICS & STATES**

RHIhub's topic and state guides bring together key resources and information in one spot. Start here for access to:

- publications, maps and websites
- news and events
- funding
- organizations
- and more

**MORE USEFUL TOOLS**

**Call Center** - Need information? Free assistance to rural communities.  
1-800-270-1898  
[info@ruralhealthinfo.org](mailto:info@ruralhealthinfo.org)

**Am I Rural?** - Find out if your location is considered rural for certain federal funding programs.

**Online Library** - Access to thousands of resources, including funding and opportunities, news, events, organizations, maps, and publications

# Topic Guides



Formerly the  
Rural Assistance Center

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## Topic Guides

RHIhub's topic and state guides bring together key resources and information in one spot. Start here for access to: publications, maps and websites; news and events; funding; organizations; and more. Not finding what you're looking for? [Browse topics A to Z.](#)

### Defining Rural

- [What is Rural?](#)

### How-to Guides

- [Finding Statistics and Data Related to Rural Health](#)
- [Conducting Rural Health Research, Needs Assessment, and Program Evaluation](#)
- [Grant Writing](#)
- [Capital Funding](#)

### Rural Healthcare Delivery

- [Rural Hospitals](#)
- [Critical Access Hospitals \(CAHs\)](#)

### Rural Health Needs & Services

- [Emergency Medical Services \(EMS\)](#)
- [Hospice and Palliative Care](#)
- [Mental Health](#)
- [Oral Health](#)
- [Pharmacy and Prescription Drugs](#)

### Policy

- [Medicaid and Rural Health](#)
- [Medicare and Rural Health](#)

### Rural Population Health

- [Healthcare Access in Rural Communities](#)
- [Rural Health Disparities](#)
- [Social Determinants of Health for Rural People](#)
- [Agricultural Health and Safety](#)
- [Domestic Violence](#)
- [Health Insurance Outreach and Enrollment](#)
- [HIV and AIDS](#)
- [Hunger and Access to Healthy Food](#)
- [Obesity and Weight Control](#)
- [Wellness and Prevention](#)

### Specific Populations

**Over 50  
Topics  
On Rural  
Health Issues**

## Customized Assistance

*Tailored Searches of Funding Sources for Your Project*

*Foundation Directory Search*

**FREE Service!**



[info@ruralhealthinfo.org](mailto:info@ruralhealthinfo.org)

**1-800-270-1898**



# Foundation Directory Online

FOUNDATION DIRECTORY ONLINE Platinum A service of the FOUNDATIONCENTER

HOME HELP ACCOUNT MY FDO FEEDBACK LOGOUT (en185) CHAT NOW

Power Search Search Grantmakers Search Companies Search Grants Search 990s

**Upgrade to Professional to get Power Search >**  
Search nine databases at once:  
Grantmakers • Companies • Grants • 990s • News • Jobs • RFPs • Issuelab Reports • Nonprofit Literature

**SAVE \$50**  
on our full-day Grantseeker Training courses!  
Just enter GRANTSEEKER at checkout. **SIGN UP NOW >>**

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Foundation Directory Online has a new look! You now have easier-to-navigate index menus, mobile-friendly design, and more flexible options for emailing and printing search results and records. Also, Professional-level users get Power Search results ranked by relevance.  
Learn more about what's new =>

**EYE ON FDO**  
Eye on FDO is the official blog of Foundation Directory Online. Visit often to stay current on everything FDO.  
Visit Eye on FDO >

**NEWSLETTER**  
The monthly FDO newsletter keeps you up to date on new FDO features, fundraising tips, nonprofit news, and more.  
**Coming soon!**

**Getting Started**  
FAQs on conducting searches, FDO content, and subscription options.  
Learn More >

**Philanthropy News**  
Gund Foundations Award \$3 Million for Genomes Project  
More News from RND >

<https://fconline.foundationcenter.org/>

## You Must Be From North Dakota If...



You know several people who have hit deer more than once

There are more people at work on Christmas Eve than opening day of deer hunting

## Reasons for not receiving a grant:

Inadequate planning or carelessly prepared proposal - 39%

Competency of applicant not shown - 38%

Nature of project - 18%

Misc. - 5%

*Source: U.S. Public Health Service*



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## Planning

### Things to Think About

- Why the Need to Plan?
- What are the Essential Questions?
- Assessing the Need – Essential Questions
- What Do You Need and Why Do You Need It?
- How to Assess Needs?
- Who Will Your Proposed Project Benefit?

## Planning Raises Essential Questions

- What is the problem?
- What do we want to do about it?
- How do we want to do it?
- Who is going to do it?
- How much will it cost?
- When/Where will it occur?
- How does the proposal fit our mission?
- Who will be involved in writing the grant?
- Who will be administering the grant?



## You Must be from North Dakota if...

You think that ketchup is a little too spicy

Your family vehicle is a crew cap pickup

Someone in a store offers you assistance, and they don't work there



## WRITING & DEVELOPMENT TIPS



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### Writing and Development Tips

- Read directions carefully
  - Read, Read, and re-read
- Develop an outline of each required component
- Proposal should look like one person wrote it, even if done by a committee (*have an editor*)
- One person should be responsible for coordinating proposal planning and development
- Show that funding the proposal will benefit many -- social benefit





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## Writing and Development Tips

### Remember others

- Talk to others who have written grants – their experience, lessons learned
- Try to locate people who have been funded by organizations you plan to submit a proposal
- UND Center for Rural Health
- Associations and other regional or state organizations
- RHlhub



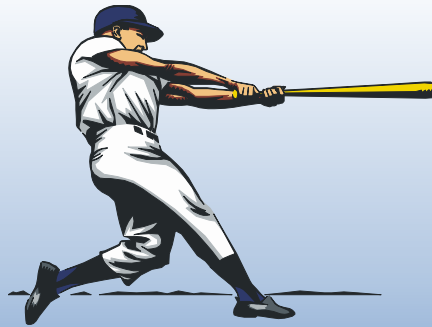
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## Writing and Development Tips

### Remember your audience: The Reviewer

- Typically doesn't know anything about your situation, your community, or even your state
- Explain basic facts
- Rural and frontier as a concept (distance, weather, roads); culture; and your unique circumstances
- Central goal: convince reviewer of the legitimacy of your problem, your solution, your ability

## You Must Be From North Dakota If...



Your kids' baseball or softball game has been snowed out  
People "borrow" things to you



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## Writing and Development Tips

### Remember Your Audience: The Reviewer

- *MUST MAKE IT EASY FOR THE REVIEWER*
- Don't deviate from the guidance
  - they set the order of sections and the titles
  - they set the rules
  - they have the money
- Be detailed (even to the point of being elementary)
- Be concise (less words the better)



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## Writing and Development Tips

### • Remember Your Audience: Reviewer

- Put yourself in the funding source's shoes
- Ask yourself some questions that a skeptical reader would ask:
  - Why should anyone bother to read this?
  - Why should they care?
  - What difference is this going to make?
- Present it in layperson's words -- program officer may not be an expert in your field and they have to explain the proposal to others



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## Writing and Development Tips

### Remember Your Audience: Reviewer

- Show that it impacts real people
- Emphasize collaborative nature of process and outcome
- Show how you included target audience in planning stage
- Find a hook, novel way of looking at the situation and show promise
- Show prospect of replication
- Show plan for sustainability and continuation – essential!



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## Writing and Development Tips

### Logic

- Does it make sense?
- Can a reviewer easily and quickly understand your situation and your solution?
- Is there a flow to the argument? Is there a flow to the solution? Is there linkage between the problem and the solution?
- Avoid being “too” intuitive



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## Writing and Development Tips

### Writing Style

- Keep paragraphs short -- use headings and subheadings
- Rational, documented facts -- show emotion and feeling but don't let it dominate
- Use tables, charts, graphs – be visual
- Use bullets -- easy to read and follow -- shows logic
- Avoid abbreviations, acronyms, and jargon if you can but if used then EXPLAIN

○ CRH – Center for Rural Health



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## Writing and Development Tips

### Review and critique

- Allow time -- critical step
- Use an external reviewer
- Similar to “real” review because they know little about proposal
- Look for logic gaps
- Check for Jargon
- UND Center for Rural Health (ask us to critique)



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## Writing and Development Tips

### What does the funder, the reviewer look for in proposal?

- Does it match their mission, values?
- Does it fit their criteria?
- Does it make sense?
- Your credibility
- Budget is appropriate to meet goals
- Did you follow the rules?



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## Writing and Development Tips

### Writing Style

- Develop a writing schedule -- timelines
- Allow appropriate time to write and review -- takes three times longer than we usually plan
- Use an outline
- Use note cards (or even a separate Word document – ideas, themes, etc.

## Writing the Proposal

**Remember – It Is About the Community!**





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## Proposal Sections

- Cover letter
- Abstract
- Introduction
- Needs or Problem Statement
- Project description/Objectives (with Goals, Time line, and Staffing plan)
- Evaluation and Sustainability Plan
- Budget and budget narrative
- Appendices

## You Must Be From North Dakota If...

You understand that “yah, y’betcha” means either “I agree” or “You’re full of it” and you know the difference

You have attended a formal function in your best dress, wearing your best jewelry, and your best snow boots.

You notice when you drive that there is a lot more road kill than cars (not counting tractors) on the road



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## Writing the Cover Letter

- Be brief and to the point
- Use the same date that you'll send the complete grant application to the funding source.
- Open with the contact person's name and title, followed by the funding source name, address, city, state, and zip code
- Greet the contact person with "Dear" plus the personal title (as in Mr., Ms., Mrs) followed by the last name.



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## Writing the Cover Letter

- Keep the first and second paragraphs short and focused
- Wrap up with a summarizing paragraph.
- At the bottom of the letter, include the note "ATTACHMENTS."





## Good Care Health System

7865 Main Street | MyTown, ND 55555 | 701-555-5457  
goodcarehs.com | info@goodcarehs.com

September 18, 2017  
Center for Rural Health  
Kylie Nissen, Project Coordinator

RE: Scrubs Camp Grant

Dear Ms. Nissen,

Enclosed is our Scrubs Grant application for the 2017-2018 grant cycle.

Lead Organization: Good Care Health System  
Primary Contact/ Site Coordinator: Sandy Johnson, RN  
Address: 7865 Main Street, MyTown, ND 55555  
Email: [sandyj@goodcarehs.com](mailto:sandyj@goodcarehs.com)  
Phone: 701-555-5457  
Fax: 701-555-5456

The collaborating organizations and facilities include:

- Good Care Health System (MyTown)
- MyTown Public School (MyTown)
- NeighborTown Public School (NeighborTown)
- MyTown Job Development Authority (MyTown)
- NeighborTown Community Hospital (NeighborTown).

Each of these organizations and facilities will collaborate and participate in a role vital to the success of the Scrubs Camp.

Legislative Districts: 4 and 27

Amount requested : \$2,100

Number of students anticipated: 53

Grades: 9-10 from: MyTown Public School (includes students from the communities of MyTown, Volkwood, Deerpass, and Hodgens) and NeighborTown Public School (includes students from the communities of NeighborTown, Amwalk, Roanok, and Shelbyville)

Camp Date: Friday, February 8, 2018.

Time: 8:15 am - 3:30 pm

Location: MyTown Public School (567 Woodrow Ave, MyTown, ND 55555)

In the morning and conclude with a tour of NeighborTown Community Hospital (63 Nile Street, NeighborTown, ND 55656).

Attached is information regarding the need to promote the camp and health careers, the project description, an agenda and a detailed budget.

Sincerely,

Sandy Johnson, RN



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## Writing the Summaries/ Abstracts

The project summary/abstract should briefly describe the needs that will be addressed, the proposed services, and the client population group(s) to be served. It should **not** refer to other parts of the application.

Source: <https://www.acf.hhs.gov>



## Tips for Summaries/Abstracts

- Should briefly describe:
  - the needs that will be addressed,
  - the proposed services
  - the client population group(s) to be served
- Provide demographic information of target population
- Explain how project will overcome one or more community barriers.
- Demonstrate feasibility of project

Source: <https://www.acf.hhs.gov>

**The Springfield Transportation Empowerment Project**  
 Economic Community Development  
 Council 1090 Vineyard Rd.  
 Springfield, NH 12245  
 Phone: (555) 555-9999  
 Fax: (555) 555-9991  
 Name@email.com  
 www.website.com

The Economic Community Development Council (ECDC) is a 501(c)(3) whose mission is to create long-term social and economic change for low-income residents of the Springfield community. ECDC has operated for over 25 years in the Springfield area and has launched several community economic development ventures using nonprofit, private, and governmental funding sources.

For many years, Springfield has been one of the statistically poorest communities in the United States. According to the most recent US Census estimates, 23% of Springfield residents live below the Federal poverty level, the unemployment rate is 19%, and 42% of adults do not have a high school diploma.

Though Springfield has experienced significant population growth over the past decade, the city lacks the commercial infrastructure and skilled workforce to expand existing businesses or support new enterprise. Most individuals are only able to obtain unskilled labor positions that lack a living wage or long-term stability.

ECDC is requesting \$900,000 from OCS's CED grant to implement the Springfield Transportation Empowerment Project. This project will take place solely in New Hampshire, where there is not currently a CED or JOLJ project. This initiative will create 75 new full-time positions (\$12,000 per job). These jobs will be created by ECDC Truck Driving Authority (TDA), a workforce subdivision of ECDC. TDA will create 65 new jobs, 45 will be full-time truck driver positions and 20 will be administrative/support positions. Additionally, ECDC will provide specialized training and technical assistance and loan dollars to existing Springfield trucking businesses to increase capacity and create an additional ten jobs. Of these 75 new jobs, at least 65 will go to TANF participants. In addition to job creation, ECDC will use OCS funding to develop an educational revolving loan fund to offer program participants CDE truck driving training courses. ECDC's partner, Strongfort CDE Training School, will run these courses. The purpose of the educational training will not only be to create more high-paying wage positions, but also give participants the capabilities to qualify for long-term skilled positions within Springfield's emerging transportation industry.

The \$900,000 request will cover all project start-up expenses, subsidize the trucking business's operations for the first five years, and develop a revolving educational loan fund. Beyond OCS funding, ECDC will leverage \$200,000 from community investments. By the conclusion of the grant period, the business will be self-sustainable. ECDC will also use existing funding from the Small Business Administration (SBA), the US Treasury Community Development Financial Institutions (CDFI) Fund, the Springfield Department of Development, and the Jefferson County Economic Development and Planning Department to supplement the activities and increase the impact of the project.

Source: <https://www.acf.hhs.gov>

Organization description

Demographic information of target population

Existing community barriers

How project will overcome community barriers

Feasibility of project



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## Needs or Problem Statement

- Analyze the situation using the best data you have available and cite where possible
- Provides an analysis of the problem and how you plan on addressing it
- Outlines strengths and weaknesses of current situation



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## Needs Statement Examples:

**Example #1:** Initial statement – not approved for funding:

“Many of the children we will be serving come from families with a lower income. The daycares we are partnering with serve mainly the lower income kids. By us partnering with them the kids will have access to books they wouldn’t usually be able to be in contact with.”

Source: <http://healthandwelfare.idaho.gov/>



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## Needs Statement Examples:

### Attempt #2 : Was approved for funding

In the 2010-2011 school year 90% of our Kindergarten students qualified for free/reduced lunch. At the beginning of the school year 68% did not meet the benchmark for the IRI (Idaho Reading Indicator). 19% of our Preschool and Kindergarten students have developmental disabilities/delays. 23% of the Kindergarten students are English Language Learners. These children must have access to books in order to be better prepared when they enter kindergarten, and we can provide them through this program if our application is accepted.

Source: <http://healthandwelfare.idaho.gov/>



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## Writing the Project Description

- **SMART objectives:**
  - Specific
  - Measurable
  - Attainable
  - Realistic
  - Timebound



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## Writing the Project Description

- Should contain a clear description of the activities you plan to conduct to move toward the goals and objectives you have stated.
- Go through the same steps your organization will take to develop and carry out the program or project.
- The reader should easily see how you are going to accomplish your goal.
  - Use words, timelines, and charts, help them imagine what the program will look like.
- Paint a picture of how the program will look through the eyes of a your target population.
- Don't make the funder guess how you will use the money to reach the desired result for your population.



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## The Evaluation

- Internal or External?
- Quantitative data
- Qualitative data
- How will the evaluation be performed?
- What data will be collected? When?
- How will it be analyzed and reported



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## The Evaluation

- Check the guidance
- Two common types of measures:
  - Process measures
    - The specific steps in a process that to a particular outcome metric.
  - Outcome measures
    - a systematic way to assess the extent to which a program has achieved its intended results.



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## The Evaluation

- Formative Evaluation
  - a method for judging the worth of a program while the program activities are in progress.
- Summative Evaluation
  - summarizes the impact of what you've done, or the results of your project.
- It's important that the evaluation contributes to sustainability

## Example Evaluation Section of Proposal

### **Measuring the Success of the Ridge, Kids and Stewards Program**

Currently, program facilitators administer both a pretest and a posttest to youth participants in order to measure what information is learned by the students during the six-week program. At the conclusion of each session, we also ask participating teachers to complete a detailed evaluation questionnaire so we can continue to find ways to improve an already excellent program.

The Ridge, Kids and Stewards (RDK) program is also regularly evaluated by an outside panel of professional evaluators. Because it is our goal to teach young people to become stewards of the environment, the RKS program coordinator and others are working to develop a more sophisticated, yet practical, evaluation process in order to measure the long-term impact of the program on youth who participate.

<https://www.thebalancesmb.com/grant-proposal-evaluation-section-2501961>



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## Sustainability

- Building **awareness and support** – more than just funding
- Originates from accomplishment of **goals and objectives**
- **Benefit** of the program to the community –show importance
- Importance of **evaluation** to sustainability – data and evidence
- **Building relationships** with key stakeholders, partners, others
- **Community exposure** – civic group meetings, newspaper
- **Communication plan** – use evaluation results
- Local and non-local funding sources – **Private and Public:** Fee-for Service



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## Budget

A well-defined budget defines all costs related to project implementation including the funding source contribution and other contributors (in-kind support, matching funds).



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## Matching Funds

Participation by the grantee in the cost of a program on a dollar-for-dollar basis or other predetermined ratio or basis, such as 10% or 20%





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## Direct Costs

- Salaries and wages of personnel who will work on the project
- Fringe benefits associated with these personnel
  - Taxes (FICA, Medicare, etc.)
  - Benefits (health insurance, disability insurance, retirement contributions, pension plan, etc.)
- Equipment needed to perform the tasks (purchased or leased equipment)
- Supplies
- Travel (purpose of travel should be outlined)
- Consultant services
- Subcontracts



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## Indirect Costs

Budget item that represents costs incurred by the grantee in carrying out a program that are not readily identified a direct expenditure.

- Space (rent)
- Utilities
- % of Management Time (Executive Director oversight, accounting assistance, human resources)

## Budget Table

**SAMPLE ONLY**

**Example in Tab 14**

\$2,500 maximum allowed on grant;

\$2,011 amount being requested from the grant

Budget Spreadsheet:

EXPENSES	GRANT FUNDS	IN-KIND CONTRIBUTIONS
<b>1. Transportation</b>		
Driver Stipends (\$100 x 2)	\$200.00	
Fuel	\$20.00	
Ambulance		\$100.00
<b>2. Food for Students and Helpers</b>		
AM snacks (\$2 x 32)	\$64.00	
Lunch (\$6 x 32)	\$192.00	
PM Snacks (\$2 x 32)	\$64.00	
<b>3. Site Coordinator</b>		
Plan, coordinate, travel, supervision	\$1,000.00	
<b>4. Supplies/Program Expenses</b>		
Gloves	\$10.00	
Glucose Testing	\$50.00	
Lab Slides		\$100.00
Blood Pressure Kits and Thermometers	\$30.00	\$300.00
Career Speakers (\$25 x 20)		\$500.00
Radiology/X-Ray Supplies		\$100.00
Disability Equipment	\$100.00	\$100.00
Misc Supplies	\$100.00	
<b>5. Communications</b>		
Student Folders (\$2 x 28)	\$56.00	
Postage	\$30.00	
Copies	\$55.00	
Newspaper & Radio	\$40.00	\$100.00
<b>Subtotal</b>	<b>\$2,011.00</b>	<b>\$1,300.00</b>
<b>Total</b>		<b>\$3,311.00</b>

\*NOTE: These numbers are just samples. Please research to find what the cost of items for your specific camp would be.



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## Budget Narrative

- How many organizations are contributing to the budget?
- What percent of funds are being solicited from the funding source?
- What year will peak funding occur and why?
- Are subcontracts involved?
- Annual salary increases

# Budget Narrative

SAMPLE ONLY

## Budget Narrative

The budget shows that our grant request (\$2,011) is less than the allowable amount (\$2,500) because of the generosity of the partners involved and the in-kind contributions.

1. **Transportation:** We plan to use two mini-buses for transportation of the students. The two bus drivers will receive a stipend of \$100 each plus an estimated \$20 (5.5 gallons x \$3.59/gallon of fuel) to pay for the gas to transport the students between the hospital, nursing home, clinic, and school.
2. **Food for Students and Helpers:** We are requesting reimbursement for the morning and afternoon snack and noon. All food purchased will be healthy choices – Apples and peanut butter for a morning snack, carrots and hummus for an afternoon snack, and a sandwich, baked chips, pasta salad, and milk for lunch. Water will be provided at both snacks. The morning snack will be \$64 (\$2 per student x 32 students/helpers), lunch will be cost \$192 (\$6 per student x 32 students/helpers), and the afternoon snack will be \$64 (\$2 per student x 32 students/helpers).
3. **Coordinator:** The coordinator will be given the allowable amount for planning, coordinating, supervising and travel. This amount will be split amongst two people that will be working together to coordinate the camp to assist in the payment of their salaries. The \$1,000 will pay for 100 hours of the coordinator's time (100 hours x \$10/hour).
4. **Supplies:** Supplies will include an estimated 2 boxes of gloves (small and medium) at \$5 each totaling \$10, 2 boxes (16 sets/box) blood pressure & thermometer supplies at \$15 each totaling \$30, 2 boxes (16 sets/box) glucose testing supplies at \$25 each totaling \$50, disability supplies such as 14 blindfolds (\$2/each totaling \$28), 8 rolls of tape (8 rolls at \$6/each totaling \$48), 2 cans of liquid thickener (\$12/can totaling \$24) for a total of \$100; as well as miscellaneous supplies that the speakers might request for an estimated \$100. We estimate the total to be \$290 for supplies bought through the grant. X-rays, lab slides, emergency supplies with the ambulance, canes, walkers, wheelchairs & needle-less syringes will be provided through in-kind donations from the hospital, clinic, and long term care facilities for a total estimated value of \$1,100. All of the speakers have donated their time for an estimated \$500.
5. **Other expenses** will be student folders (\$2/folder x 28 students totaling \$56), copies (\$550 pages at 0.10/copy totaling \$55), postage \$0.42/stamp x 65 mailings for presenter agreements, thank yous, invites to presenters, students, and helpers; 1 box envelopes at \$2.70 totaling \$30) and advertising (estimated at \$40 for newspaper ad at a discounted rate). Each student will receive a folder with the flyer and other health professions information in it (professions booklet, Scrubs brochures, Career Cluster document). It will also include information on how students can sign up to job shadow at our local facilities. An ad will be put in the community papers in the area to let people know that this event is occurring and bring attention to the need for health care professionals. The chamber & school newsletters as well as the newspaper and radio will do some publicity for us. Postage will be used for sending presenter agreements, mailing bills, communicating with schools.

**In-kind contributions** will include the ambulance, all career speakers time, and the rooms used at the hospital, nursing home, clinic and school.

The total budget request is for \$2,011.00, with the total cost of the camp projected to be \$3,311.00. A conservative in-kind calculation is \$1300.



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## Follow-up

- Check notification dates
- Write thank-you note, funded or not
- If successfully funded, read Notice of Grant Award (NGA) carefully
- If proposal is not funded, ask for feedback from funding agency
- Rewrite/Resubmit
- Explore other funding sources

## You Must Be From North Dakota If...



You expect to be excused from school for deer hunting season

Your soup du jour at your favorite cafe is always beer cheese or knoephla



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## Final Take-Away

- Start a Credibility File
- Start a Boiler Plate File
- Make a list of 3-5 projects you would like to do
- Remember CRH and RHlhub as a resource
- Read guidance carefully and develop an outline/checklist
- If successfully funded - Be accountable/timely to funding agency - Communicate
- If not successful - Try again!



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## Contact Us for More Information

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# Questions?

## Thank you