

# Grant Writing – How to Get Started

Presented by Connecticut T2 Center Center

Thursday, September 28, 2023



Connecticut Training and Technical Assistance

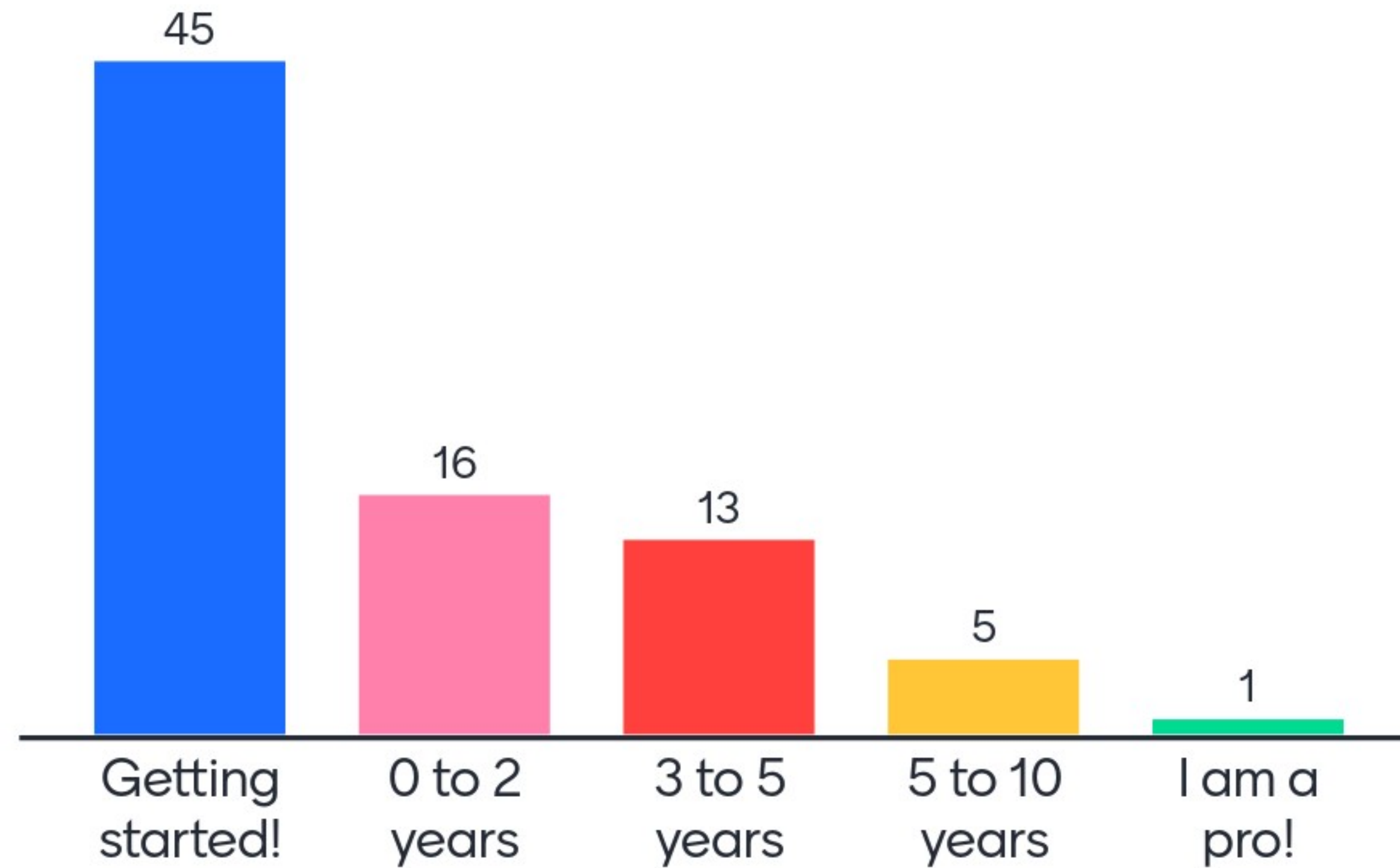


# Instructions

# Please select your employer type.



# What is your experience level with writing grants?



# Determine Your Need

**Gather Information – Have it ready!**

**Look for Grants which Address Your Need(s)**

**Review Grant Requirements in Detail**

**Plan your Grant Completion Strategy**

**What to Request**


**Answer the Questions Asked**

**Relationships**

# Determine Your Need (Step 1)



# Determine Your Need (cont'd)

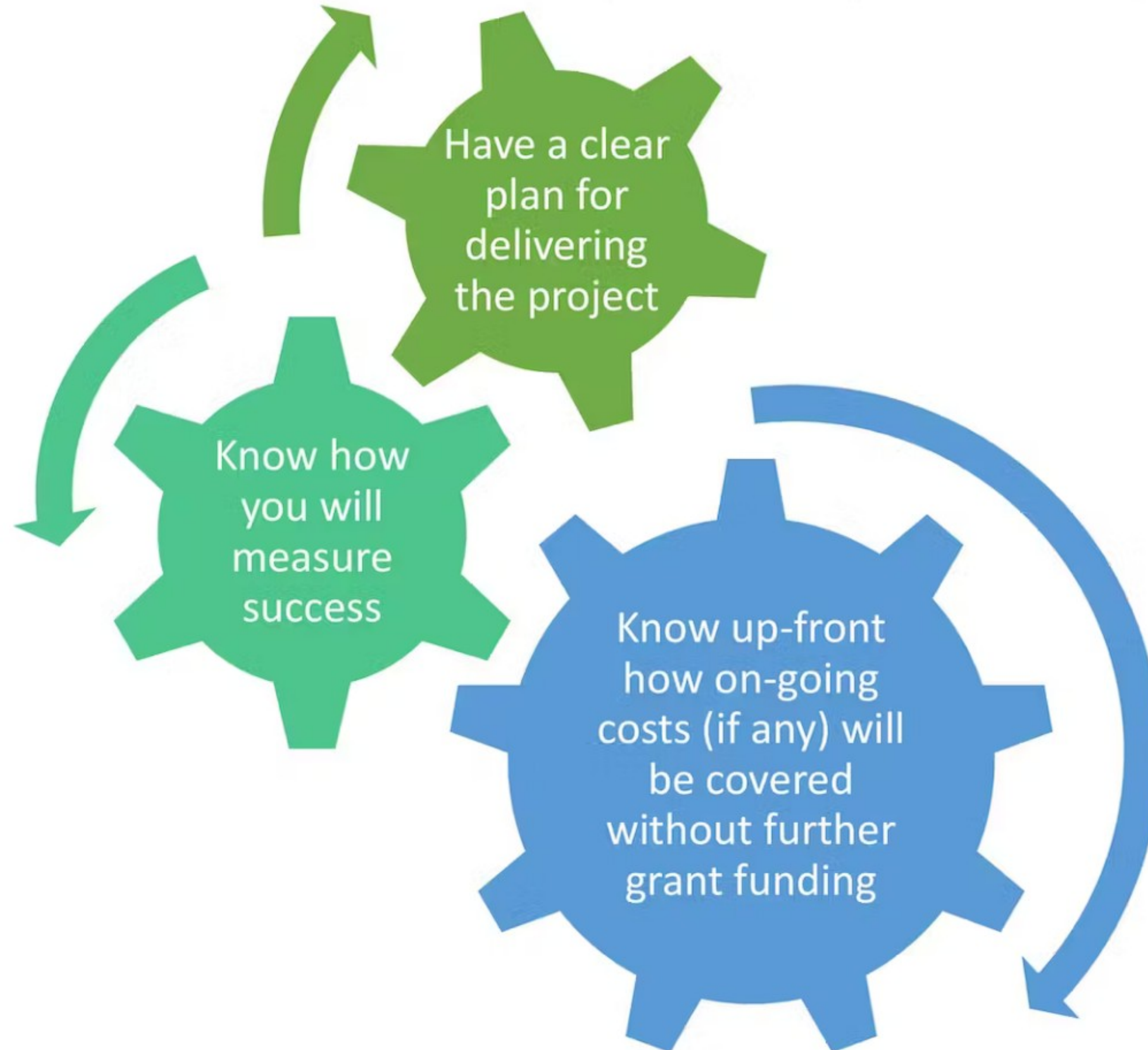


Describe the problem to be fixed with the grant funding

Explain why it is a need

Have a clear plan for what you would spend the grant funds on

# Determine Your Need (cont'd)





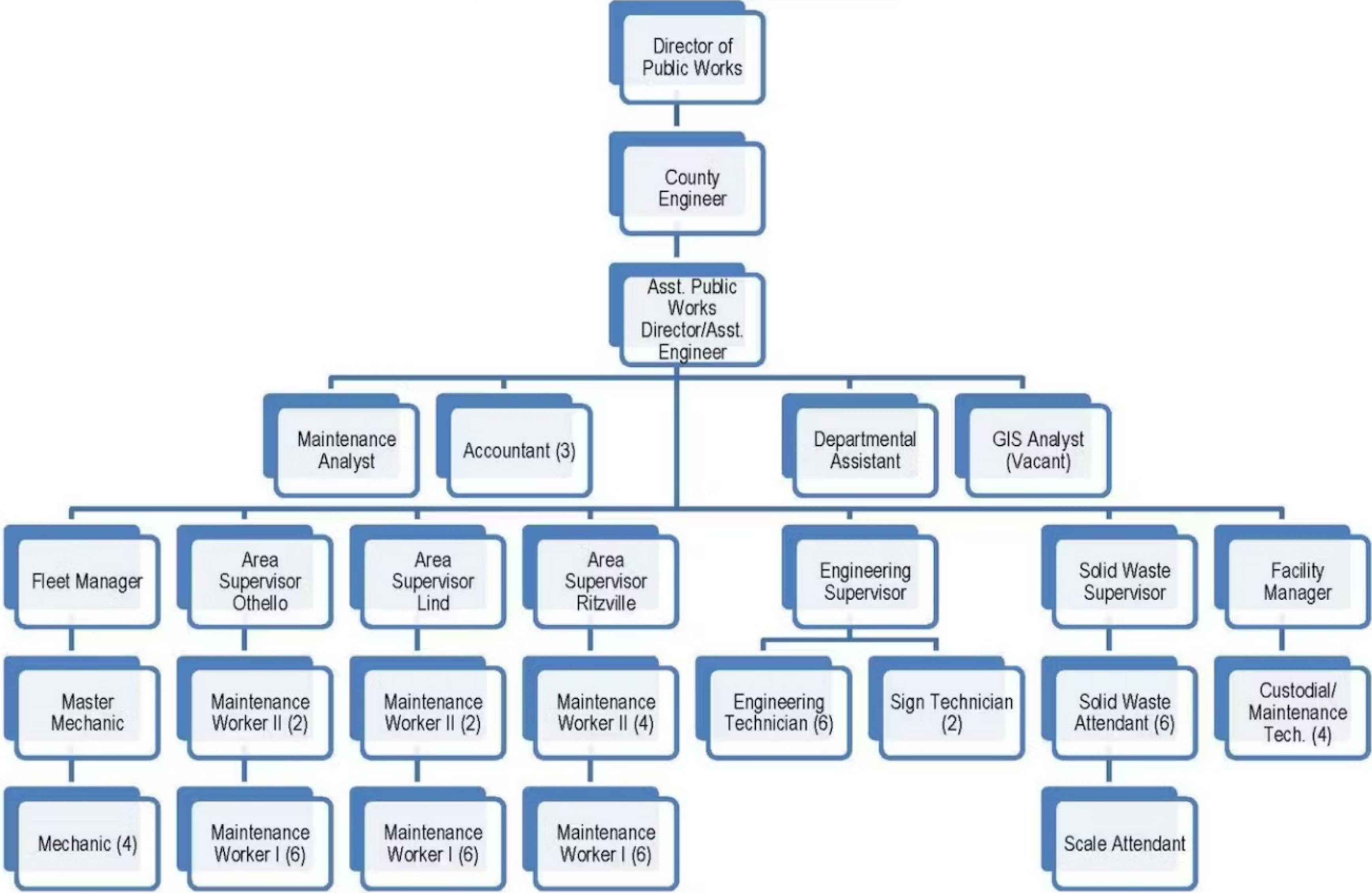


## Gather General Information (Step 2)

Who are you? What does your agency or organization do? Why are you important to your customers?



**Adams County Department of Public Works**  
**Organizational Chart 2017**



Gather  
General  
Information  
(cont'd)

Whose in charge of  
your organization?  
What is your  
agency or  
organization  
classification for tax  
purposes?

# Gather General Information (cont'd)

Who's in charge of your organization?  
What is your agency or organization classification for tax purposes?

**Form W-9**  
(Rev. August 2013)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)  
**STATE OF OHIO**  
Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:  
 Individual/sole proprietor  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Other (see instructions) ▶ \_\_\_\_\_

**GOVERNMENT ENTITY**  
Address (number, street, and apt. or suite no.) \_\_\_\_\_  
City, state, and ZIP code \_\_\_\_\_  
List account number(s) here (optional) \_\_\_\_\_

Exemptions (see instructions):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from FATCA reporting code (if any) \_\_\_\_\_

Requester's name and address (optional) \_\_\_\_\_

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.  
**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					

Employer identification number									
3	1	-	1	3	3	4	8	2	0

**Part II Certification**  
Under penalties of perjury, I certify that:  
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and  
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and  
3. I am a U.S. citizen or other U.S. person (defined below), and  
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Signature of U.S. person ▶ *[Signature]* Date ▶ **10-2-2013**

**General Instructions**  
Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**  
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:  
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),  
2. Certify that you are not subject to backup withholding if you are a U.S. exempt payee,  
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.  
**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.  
**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:  
• An individual who is a U.S. citizen or U.S. resident alien,  
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,  
• An estate (other than a foreign estate), or  
• A domestic trust (as defined in Regulations section 301.7701-7).  
**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X  
Form W-9 (Rev. 8-2013)

**DUNNS are Out**  
**- UEI are In**

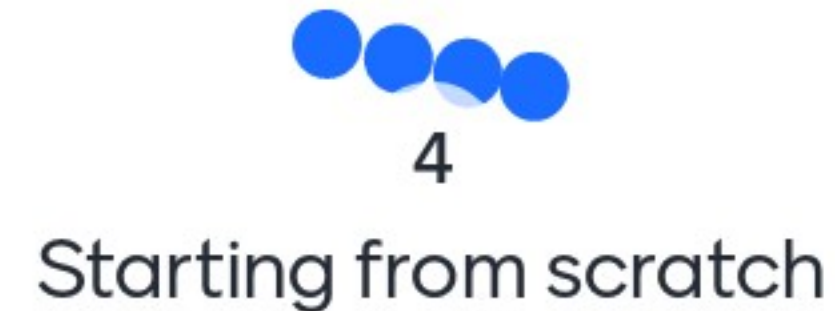
**Federal agreements no longer require a DUNS number. They now require a Unique Entity Identifier (UEI), sometimes called a SAM Number.**

# Gather General Information (cont'd)

What projects has your agency or organization completed in the past which can demonstrate an ability to complete future grant funded projects?



# Based on the general information just discussed, do you have that type of information already collected for future grants?







Look for Grants which Address your Need(s)  
(Step 3)

# Grant Purpose = Your Needs

Who is the grant funding?

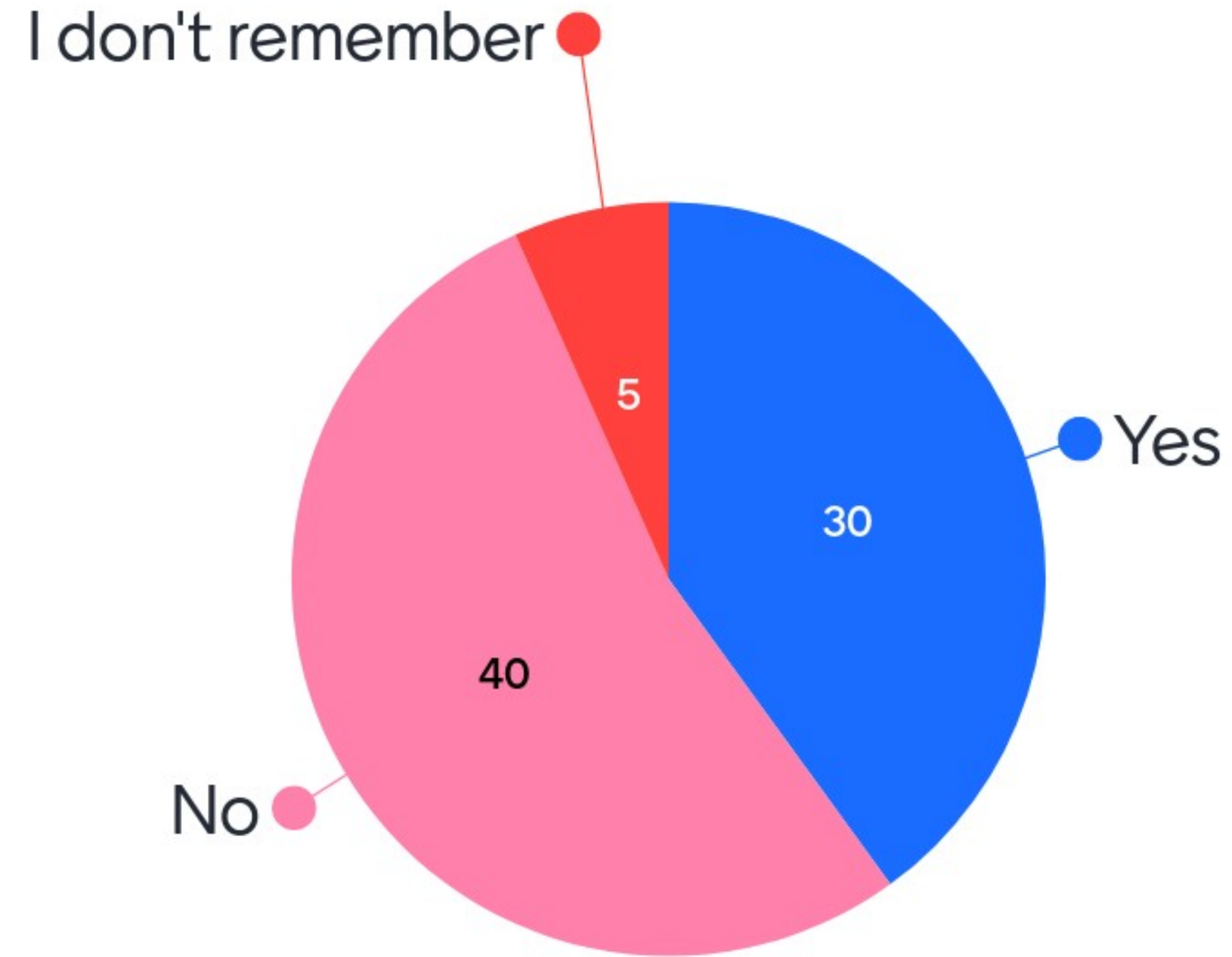
What need does the grant address?

Square peg / round hole

Don't apply for the experience

How does the grantor measure success?

# Are you subscribed to Grants.gov?



# Grant Requirements Review (Step 4)



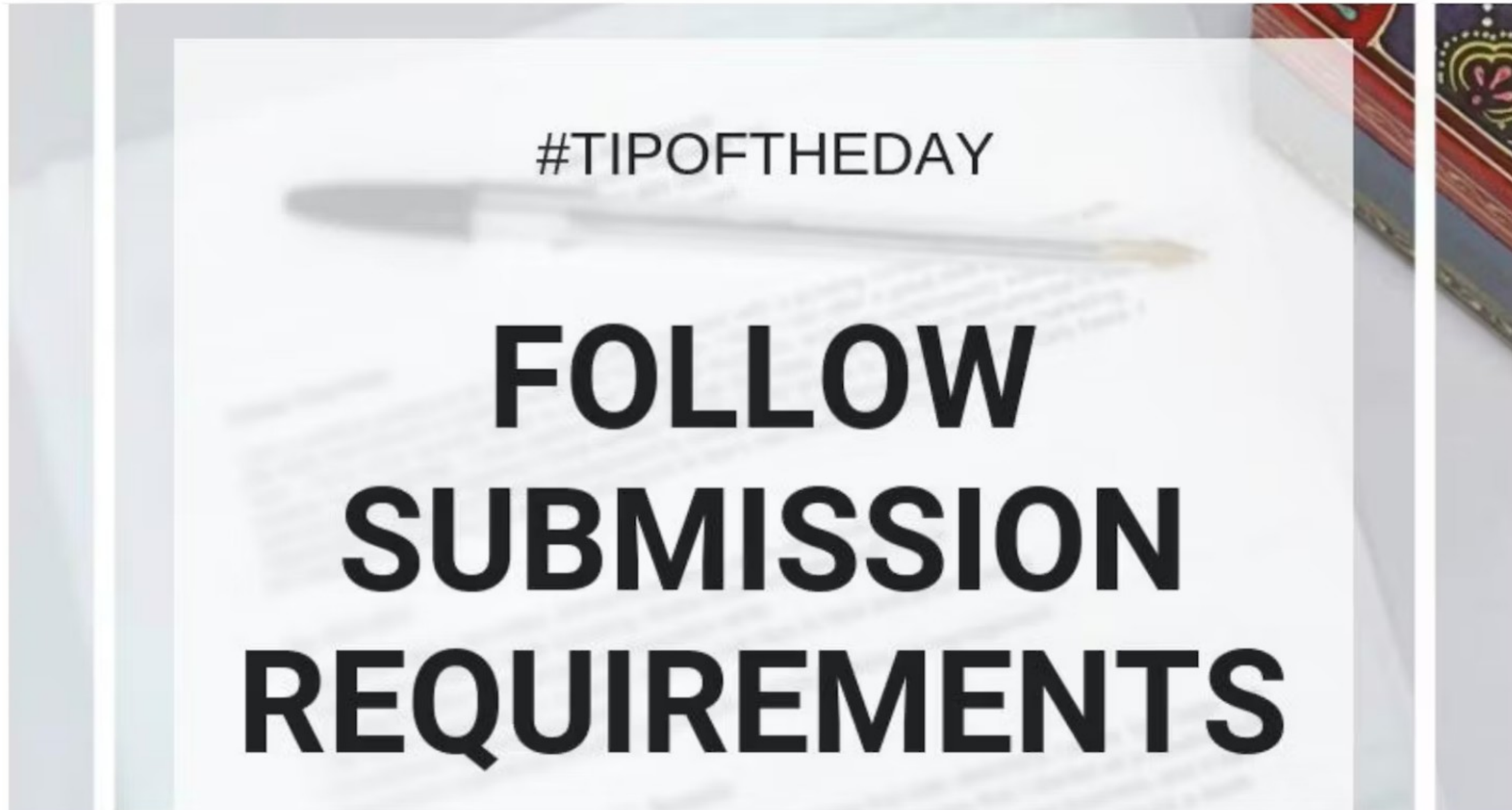
# Grant Requirements Review (cont'd)

## *Timeframe*



# Grant Requirements Review (cont'd)

*What needs to be submitted?*



# Grant Requirements Review (cont'd)

## *Reporting Requirements*



# Grant Requirements Review (cont'd)

## *Compliance with Requirements*

Section 4(f)

Section 6(f)



2 CFR 200



# Grant Requirements Review (cont'd)

## Scoring Matrix

**2012 Value Added/Regional Food System Grant Proposal Evaluation Sheet**

Name of Community: \_\_\_\_\_

MDARD Project Number: \_\_\_\_\_ Amount of Grant Request: \_\_\_\_\_

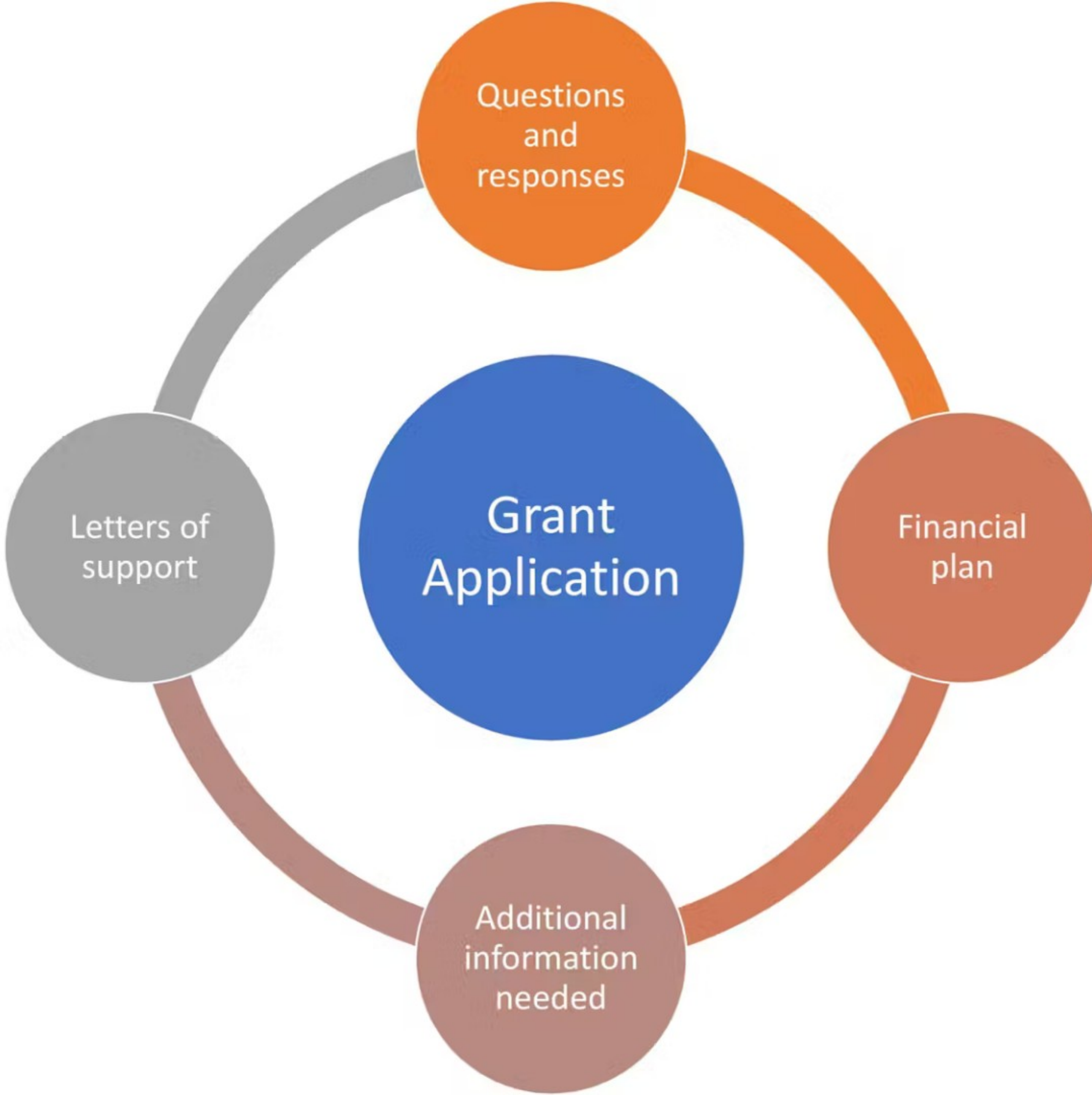
Name of Reviewer: \_\_\_\_\_

**PROPOSAL GRADING CRITERIA**  
Please rate the following areas using the following 5 point scale: Low: 1-2 Average: 3-4 High: 5

	Maximum Points Possible	Points Received
<b>1. Project Purpose</b>		
How well does the applicant define the need for and the purpose of the project?	5	
Rate the achievability of the project.	5	
Rate the level of the project's timeliness and importance.	5	
<b>2. Potential Impact</b>		
How effective will the project be at enhancing the utilization of Michigan grown products sector in the community/region.	5	
Rate the positive impact this project will have for the food and agribusiness sector in their community/region.	5	
Assess the ability of the project to have an impact within the next five years.	5	
How likely is this project to have an impact on positively impacting the overall health and wellbeing of the community/region.	5	
<b>3. Expected Measurable Outcomes</b>		
How well does the measurable outcome support the project's purpose?	5	
Rate the level of attainability of the measurable outcomes.	5	
How effective is the method of evaluation of the project?	5	
<b>4. Work Plan</b>		
How well do the activities relate to the objectives and goals?	5	
How well do the activities match the needs or problems that are being addressed?	5	
Rate the appropriateness of the key activities.	5	
<b>5. Budget</b>		
Rate the reasonableness of the requested budget and individual line items.	5	
Rate the expected benefits commensurate with the total investment.	5	
<b>6. Sustainability</b>		
Rate the level of lasting benefits after the end of the project.	5	
Is the project sustainable after the grant dollars?	5	
<b>7. Additional Information</b>		
Rate the level of support this project demonstrates; is the community actively involved or have they pledged their support of the project's goals?	5	



# Plan Your Grant Application Completion Strategy (Step 5)



Strategy (cont') –

Details!!!

## Strategy (cont'd) - Assignments

T

*Together*

E

*Everyone*

A

*Achieves*

M

*More*

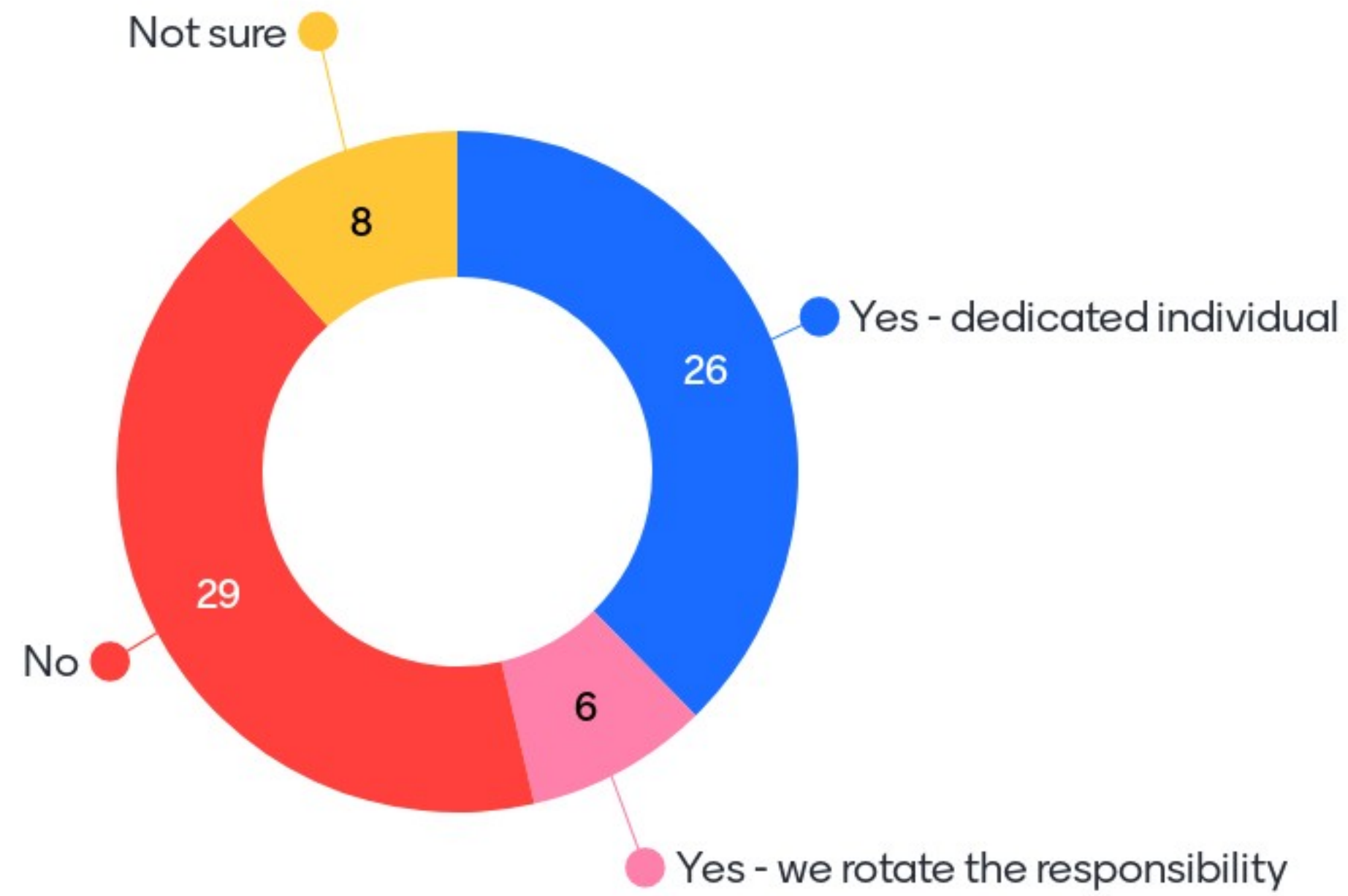
# Strategy (cont'd) – Time Schedule



# Strategy (cont'd) - Coordinator



# Does your agency have a grant coordinator?



# Strategy (cont'd) – Ahead of the Curve





# What to Request... (Step 6)



## What to Request...(cont'd)



Rarely will you find a grant willing to provide 100% of your project's needed funding.

## What to Request...(cont'd)

Grants typically do not cover ordinary operating expenses, unless it is funding to get a program started or a portion of the operating expenses directly charged to the grant project.



# What to Request...(cont'd)



Know what your agency or organization can afford to contribute to the project and make certain it is part of the financial proforma for the project.

# What to Request...(cont'd)

Leverage other  
funding sources





Answer the Questions Asked (Part 7)

Answer the Questions Asked (cont'd)

**JUST THE FACTS.**

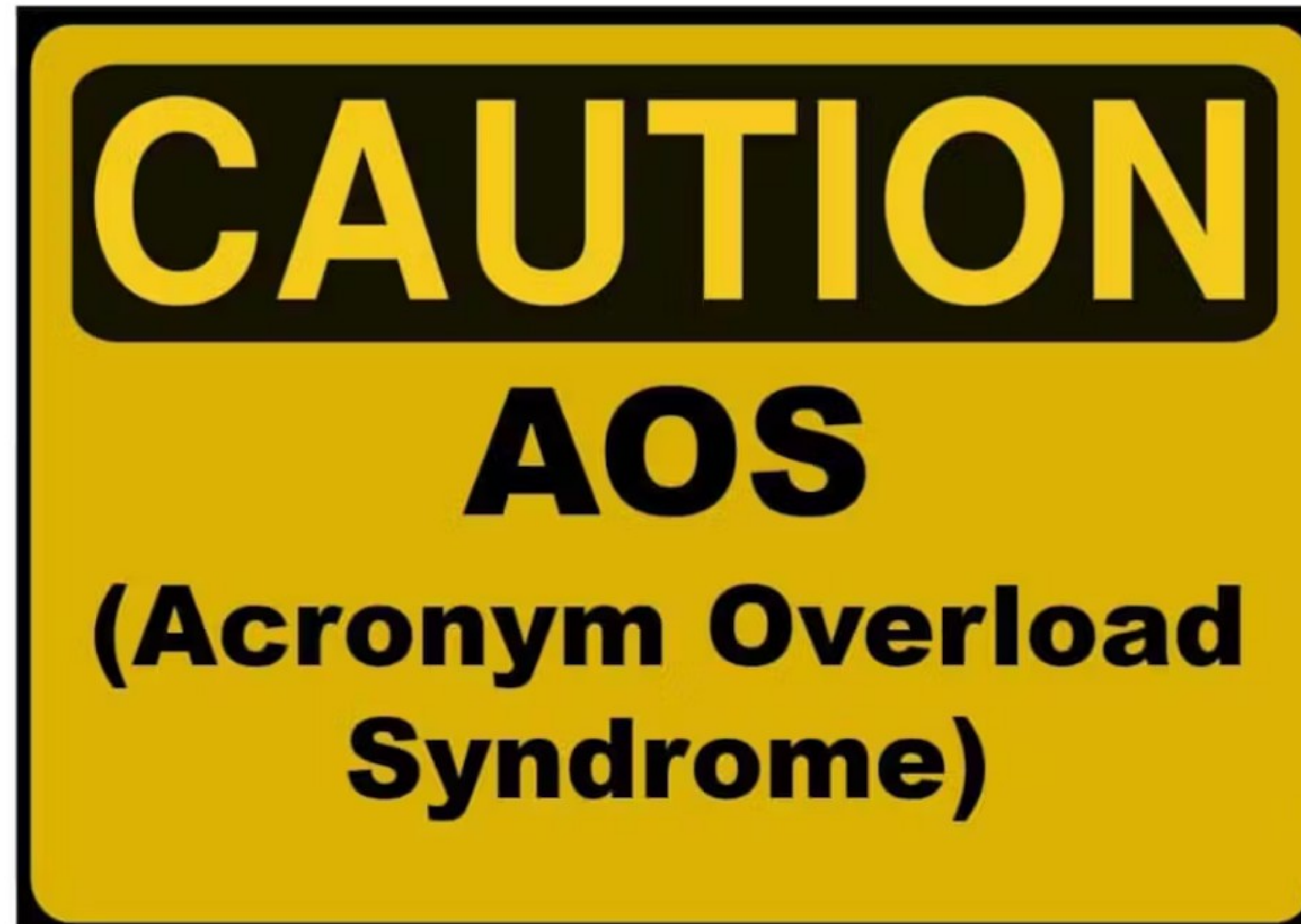


# Answer the Questions Asked (cont'd)





Answer the Questions Asked (cont'd)



# Answer the Questions Asked (cont'd)



Answer the Questions Asked (cont'd)



# Relationships (Part 8)



# Relationships (cont'd)

**Never** pass up the opportunity to present on your grant request.



## Relationships (cont'd)



Don't be afraid to follow-up on your application, but don't become a pest.

## Relationships (cont'd)

Look at how much they have awarded in the past and for what projects.



## Relationships (cont'd)



Ask for feedback and  
their knowledge of  
other grants.



# Share with us ways you have learned what grantors have funded in the past.

37 responses

Divination

Checking their website for past awards

Web search

There website

websites

Press statements

Downloaded posted list from website

First time applying...

Websites

# Share with us ways you have learned what grantors have funded in the past.

37 responses

They often post the results for their grant applications

Web search

Website

Working with other agencies

Relationships

Federal Website

grantors' websites

sidewalk connections

past grants

# Share with us ways you have learned what grantors have funded in the past.

37 responses

talked to them

Review award history on website.  
Feedback interviews

Multi-year programs

Website, funding results

posts on websites

Review the NOFO for key words or  
buzz words to utilize in your grant  
application

contacted grant admin only when  
issues or need clarification

Ask successful grant writers

I read and score applications - keep  
your answers CONCISE

# Share with us ways you have learned what grantors have funded in the past.

37 responses

Local Transportation Funds

Sales Tax Measure Funds

TCEP

Measure K

BPMP

LTF

FHWA

Grantor's website or the agency's governing body

Traffic Safety

Share with us ways you have learned what grantors have funded in the past.

37 responses

Sales tax measure funds

Please share other funding sources you have utilized in the past or are considering as a part of a future grant application.

50 responses

ATP

HSIP

RCE/CRISI

HSIP

FEMA

Trade groups

SS4A

FEMA

CA Dept. of Transportation

Please share other funding sources you have utilized in the past or are considering as a part of a future grant application.

50 responses

ARPA

TAP

MPO Regional Applications

CDBG

ATP, SMART

ATP, OTS, SS4A, HSIP, HUD/HCD

Reconnecting communities

US DOT

FTA

Please share other funding sources you have utilized in the past or are considering as a part of a future grant application.

50 responses

CMAQ

ATP, HSIP

CMAQ, FHWA Bridge Funding, SRTS, Caltrans Section 130

USDA

FTA

US DOT

HSIP

CDBG

ATP, Safe Streets and Roads for all, RAISE, Reconnecting Communities, CMAQ





Please share other funding sources you have utilized in the past or are considering as a part of a future grant application.

50 responses

BLM

FTA 5304

FHWA

5978 3326

USDA RURAL DEVELOPMENT

HSIP, STIP, CMAQ

RAISE (reaching high!)

HBP

LTF



Please share other funding sources you have utilized in the past or are considering as a part of a future grant application.

50 responses

OBAG

LADWP, SoCal Gas

Sales Tax Measure Funds

Traffic Safety

RSTP

USSD

RMRA

BPMP

CMAQ, ADMIN, Cap/ non cap

Please share other funding sources you have utilized in the past or are considering as a part of a future grant application.

50 responses

HSIP, OBAG, CLEAN AIR FUNDS

CMAQ

USDOE

Hold a bag and stand on a busy street

TA Grant, Bike & Ped, Class 2 paving,  
hazardous mitigation

# Questions?



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Ohio LTAP**

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