



GRANT WRITING 101

What is a Grant Proposal?

A grant proposal is a written request for funding that outlines a project or program that meets a need in the community. The proposal should justify your need for support and map out your plan of action in which positive outcomes can be realized with the requested funding.

Most Common Sections of a Grant Proposal:

Executive Summary

Grant proposals typically lead with an executive summary, which is a concise, compelling synopsis of your proposal. The executive summary should include the problem, solution, funding request and impact of the project or program. It is your first impression and the most important part of your proposal. The executive summary is easier to write after the rest of the application is complete.

Information About Your Organization

When you write a proposal, you need to describe who you are for the reviewers. Briefly provide the most important details about your organization that are connected to the funding request.

For example:

- Location of your organization and the communities you serve, as many grants prioritize funding for certain areas.
- Year founded, your mission statement, and a brief summary of your activities.
- Who you serve, detailing your target audience further helps to align your proposal with the stated mission and goals of the funding organization.

Needs Statement

Your needs statement should outline the fundamental problem or gap that exists that you are proposing to solve with the requested funding. Educate the reviewer about the issue and prove that a problem exists by citing meaningful statistics (name your sources). Keep your tone neutral: let the facts persuade your reader, do not try to “pull on their heartstrings.”

Goals and Objectives

The goal(s) of your project or program is what you ultimately hope to achieve. Then outline your objectives (at least 2) which are the action steps for achieving your goal(s). Objectives should be SMART: Specific, Measurable, Achievable, Relevant, and Time-limited.

Evaluation, Method, and Strategies

In this section, describe how you intend to meet the stated need in your proposal. This is your plan of action. Proposals should also have an evaluation section that tells exactly how and when you will measure the achievement of your project or program. The evaluation should tie back to the stated goal(s) and objectives.

Budget Narrative and Spreadsheet/Table:

In a budget narrative, you will describe in more detail the expenses for your project or program and the components that the requested funds will support. The budget narrative should directly correlate with the budget line items in the budget spreadsheet/table (if required), for example, salaries, supplies, equipment, etc.

For additional information and resources about grant writing:

<https://www.instrumentl.com/guides>



GRANTS and FUNDRAISING OPPORTUNITIES

Where to Find Grant Opportunities:

- Coastal Community Foundation: <https://coastalcommunityfoundation.org>
- Waccamaw Community Foundation (Horry and Georgetown Counties): <https://waccamawcf.org>
- Community Foundation of the Lowcountry (Beaufort, Colleton, Hampton, and Jasper counties): <https://cf-lowcountry.org>
- Charleston County Grant Alert: Monthly e-mail summarizing upcoming grant opportunities available throughout the state (ask Carolyn Smalls to add you to the list: casmalls@charlestoncounty.org)
- South Carolina State Library Grant Assistance and Foundation Directory: <https://guides.statelibrary.sc.gov/grants-research-assistance>
- Foundation Center Online: Database of America's largest foundations (may be able to use free of charge at a main library near you)

Grant Opportunities:

- The Joanna Foundation
- Blackbaud Community Grants
- Sisters of Charity Foundation of South Carolina
- Walmart Foundation – Community Grant Program
- Food Lion in Our Community
- Evangelical Lutheran Church in America
- Presbyterian Hunger Program
- Black River United Way (Georgetown and Williamsburg)
- United Way of the Lowcountry (Beaufort and Jasper)
- United Way of the Horry County
- South Carolina Ports Authority (Charleston and Georgetown Counties)

Good Sources of Information:

- U.S. Census Bureau: <https://www.census.gov/quickfacts/fact/table/US/PST045219>
- Feeding America: <https://www.feedingamerica.org/>
- KIDS COUNT Data Center: <http://datacenter.kidscount.org>
- SC Department of Education: Search National School Lunch Program
- Map the Meal Gap: <https://www.feedingamerica.org/research>

Other Fundraising Opportunities:

- Restaurant Nights – Chili's, Chipotle, Panera, Raising Cane's, Red Robin, Arby's, Outback Steakhouse, Applebee's, Bruster's, Fuddruckers, Ruby Tuesday, Subway
- Volunteer Programs - Companies (Bank of America, CVS, Kohl's, Walmart, Time Warner, Verizon, CarMax) will donate based on their employees volunteering at your organization.
- Fundraising Events – What do people like to do in your community? ex. golf tournaments and oyster roasts