

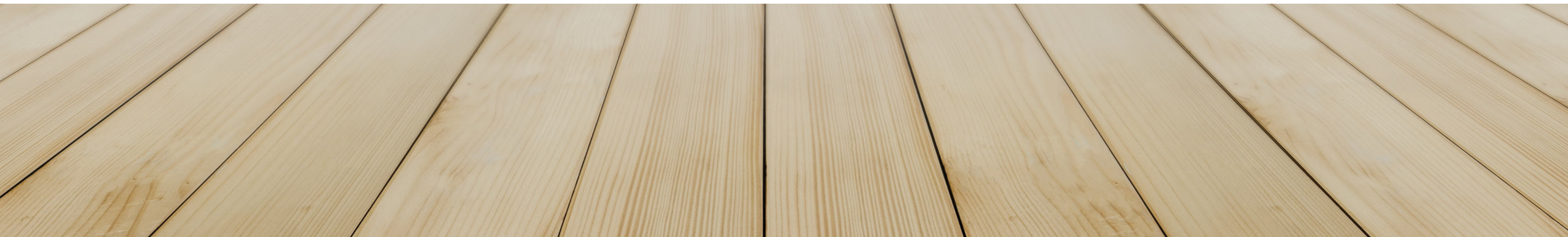
Grant Writing Basics for Sierra Winds Charitable Foundation

Tips for Board Members

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Your message matters.

All writing and documentation required by grantors **should be consistent and compelling**. You must be able to identify the Foundation's Vision, Mission, and **what critical need is addressed when you serve your constituents**.



The Basics

What is your Vision?

The foundation or organization that could award you a grant has to see a clear vision statement in your grant application and on any promotional material, such as website copy.

What is your Mission?

More important than the vision, a mission statement must identify what the Charitable Foundation does and why that is so critical without supportive funding. For example, *Sierra Winds Charitable Foundation provides lives of quality and dignity for residents needing additional financial assistance.*

Remember

Ensure your mission statement identifies the fundamental insufficiency (the problem).

It must be clear to the potential giver that it is a worthy matter requiring additional funding.

Grantors will immediately ask themselves, *“Why can’t Sierra Winds budget for and provide money to solve the problems? Why does the community require outside financial support?”*



The Narrative

You will need to create a story about Sierra Winds' history. This will likely include a historical timeline, telling readers when the organization was founded and the property was developed. If there are any significant points in time to recognize should be highlighted.

The most important section of your narrative should clearly explain the reason the Charitable Foundation was founded and stories of the impact the Foundation has made each time money was distributed to others by the Foundation.



Attachments you must provide with most grant applications.

- 1.) A copy of your annual operating budget.
- 2.) Recent 990s from the past two (sometimes three) years.
- 3.) Most recent audit. If none is available, talk directly to the grantor to receive permission to submit your grant without an audit.
- 4.) Detailed budget for the money you request, typically called “program budget.”

Additional required attachments

5.) Policies and procedures

- *Conflict of interest statement board members sign*
- *Diversity, equity, and inclusion statement (DEI)*

6.) Top 10 funders during the past five years (individuals or corporations) and amount of the gift

7.) Detailed list of the board members, including name, address, phone number, and email if available. It would be best if you also listed what their profession is or was.

8.) Recommended YouTube video titled, Grant Writing for Nonprofits: 7 MUST Haves Before You Start: <https://youtu.be/jATPSO5If7o?si=c4QtcrL2Xmy4N28c>

Access grant databases

Create an annual grant calendar. List qualified grants and the deadlines for submission. It's best to provide your finished grant five days before the deadline; however, submitting it early on the deadline is okay.



Quantify the impact your foundation has had on the people who have received financial gifts during the history of the Foundation. Analytics and comparative data are critical to supporting your financial request.

Qualify a funder before you write a grant. This is critically important. Has the grantor provided funding for similar requests? Is their mission in line with your mission? If you are uncertain, call the grantor organization to inquire.

Basic sections in a grant proposal

- Summary of your organization and what you need
- Introduction: project staff and project
- Problem or need statement and current data related to it
- Objectives: Measurable outcomes
- Methodology: Intended execution of strategies
- Evaluation (where appropriate)
- Budget for the specific program



Online resources to build your skills and understanding

FREE CLASS

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

EXCELLENT VIDEO

<https://youtu.be/IRiwHGWe8z8?si=8tn9Ptt8eNoxNnvj>

30-MINUTE HOW TO VIDEO

<https://youtu.be/28MA5BgDXAI?si=YAh965MLbtJlpnwv>

Grants due soon

Qualify before you apply

Due December 16th: [Nina Mason Pulliam Charitable Trust funds - Helping People in Need, Protecting Animals and Nature, & Enriching Community Life](#)

[NEW Due December 17th: Resident Opportunity and Self-Sufficiency \(ROSS\) Service Coordinator Program](#)

[NEW Due January 23rd: Discrimination Financial Assistance Program](#)

Grants ongoing

Qualify before you apply

Ongoing: Lisa & Douglas Goldman Fund

Ongoing: Andrew Family Foundation

Ongoing: Kroger - Lifting Up Our Communities

Ongoing: Maricopa Community Foundation

Ongoing: Arizona Together for Impact Fund