PLANNING TO WRITE A GRANT PROPOSAL

Use the following worksheet to help you plan and organize a grant proposal based on a specific program or idea that aligns with your organization's mission. This process will ensure you've thought carefully about your narrative to achieve create a clear grant proposal. Remember, it's okay if you decide to change certain elements during your drafting process, and that this is a working document for you to reference.

WHAT IS THE MISSION OF YOUR ORGANIZATION?

INITIAL PLANNING:

What are the top 3 goals of your organization in the next year?	
What is the programmatic idea/capital ask you're looking to fund with grant funds?	
Context: How does the above idea tie back to your goals and mission?	
Audience: Who are you writing the grant to? Private Foundation? Governmental entity? etc.	
What grants have you identified that align with your identified grant idea?	

PREPARATIONS

Time	Talent	Treasure
How long will it take you to execute this project? Does it fit into the grant/grants timeline you identified above?	Do you have a team identified to take care of the financial reporting, outcomes reporting and implementation for the grant? Who are they?	Do you have a budget on how much this will cost to execute? Detail this out below.

What is the mission of the grantor? Do your research about who they are and what they are looking for in a grantee. Who else have they funded and how are their goals aligned with your project proposal outlined above?

NARRATIVE

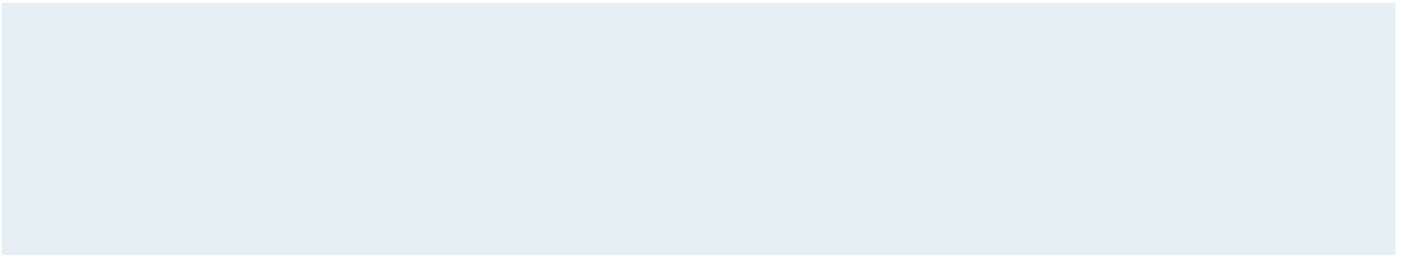| Strengths of your organization	Data	Identified Need
What are the current strengths of your organization?	What data exists that shows that you as an organization are strong and capable of executing this grant? Also, what data exists that you can reference that shows that the identified project will be an asset to our community?	Why is the project you've identified necessary for your community and how do you know that this is a need?

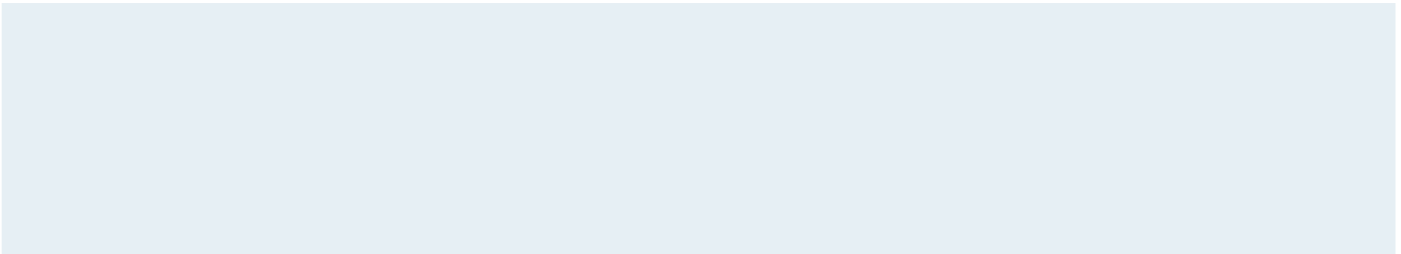# REPORTING METRICS

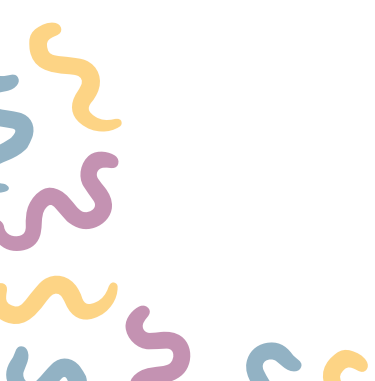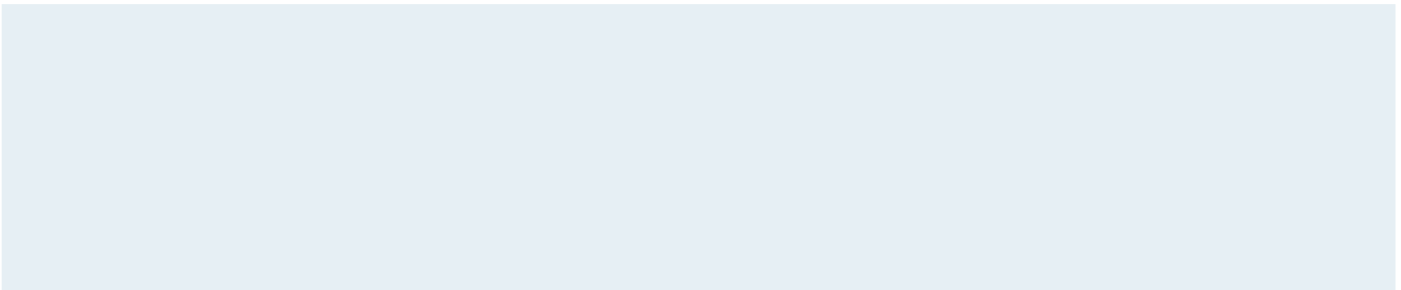| Data Gathering	Grant Metrics
What data do you as an organization already gather about those you serve?	What SMART goals can you create to show that if you receive funds, that they have been put to good use with positive impacts on the community? Think qualitative and quantitative data metrics.

SUSTAINABILITY

What are your operational plans for continuing this project after the grant is completed (if any)?

How do you plan to fund the project after the grant is completed if you are funded?

Who will be in charge of the project and how do they have the expertise to execute this project?

ADDITIONAL RESOURCES:

This is a short list (as of 2024) of open-source documents and ideas on where you may be able to go for technical grant support, grant writing and possible grant opportunity resources.
Understanding Grant Processes:
- Reviewing Programmatic Budgets
  - Know the difference between Operations and Capital Grants
  - Be mindful of any Admin/Fringe Caps
  - Consider Nonprofit v. For Profit v. Fiscal Sponsorship (Piko, Grants Central Station)
- Goals/Objectives/Outcomes Info Sheet
- Grants Technical Assistance Support GTAS
- Maui Office of Economic Development OED handbook to review what a grantor might be looking for in its grantee
- Starting a Nonprofit

Where to look for and learn about grants
- Hawaii Alliance for Nonprofit Organizations
  - Navigating Grant Resources
  - Kukulu Switchboard
- Hawaii Community Foundation (Nonprofit/Fiscal Sponsorship)
- Grants.gov
- Papa Ola Lokahi
- Ohana Center for Excellence workshops
- Social Media
- State, County
  - Office of Economic Development
- OHA
- Kamehameha Schools
- CNHA
- State Capital/Operations (programmatic) Grant In Aid GIA