

COLLABORATIVE DENTAL HYGIENE
PRACTICE

+

GRANT FUNDING



ORAL HEALTH PROMOTION

GRANT BASICS

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SO YOU
WANT TO
WRITE A
GRANT

You are seeking
funds for a specific
program or project

You will create a
need when you find
a grant opportunity

TERMINOLOGY

- Request for Proposal (RFP)
- Unsolicited Proposal
- Proposal
- Grantee – Grantor
- Award – Notice of Award (NOA)
- Letter of Inquiry
- Letter of Intent (LOI)
- Letter of Support
- Allowable – Unallowable Costs

TERMINOLOGY

- 501(c)(3)
- Direct Costs – Indirect Costs
- Matching Funds
- Entity Identification Number (EIN)
- [Catalog of Federal Domestic Assistance \(CDFA\)](#)
- Cooperative Agreement
- Corporate Giving Program
- Peer Review

KNOWING YOUR ORGANIZATION

- Framing/connecting your organization to the funder
 - What makes you special?
 - Define your organization
 - * No more than three sentences or three key points
 - * Agreed upon and spoken by everyone

DO YOUR HOMEWORK

- Financials up to date
- Mission and vision
- List of Board of Directors
- IRS designation letter or fiscal agent
- Narrative on your organization

TYPES OF FUNDERS

- Foundations
- State
- Federal
- County/City/Region
- Non-profit

FINDING FUNDING OPPORTUNITIES

- [Minnesota State Register](#) (MN Bookstore)
- [Federal Register](#)
- [Grants.gov](#)

PAID OR SUBSCRIPTION SERVICES

- [Foundation Directory Online](#)
- [COS Pivot](#)
- [Foundation Maps](#)
- [GrantForward](#)
- [Access Philanthropy](#)
- [Minnesota Council on Foundations](#)
- [Foundation Search](#)
- [Edutopia](#)

RESEARCHING GRANT MAKERS

- [Minnesota Council on Foundations](#)
- The usual suspects
- Past funders
- Grant-makers in the field
- Common /mutual business interests
- Grant-makers with personal interests
- [The Chronical of Philanthropy](#)
- [United Way](#)

GRANT MAKER CRITERIA

- You are working on the right issue – We have the same interests.
- You work in the right place/location – In my geographic area of interest.
- You care for the right people – For the people I want to help most.
- You do your work the right way – In the way I like to see people helped.
- You communicate with me the right way – In language I like, I understand and I agree with.

MAKING INITIAL CONTACT

- Letter of inquiry – most common
- Telephone inquiry – acceptable
- Online application – often required
- Personal meeting – most preferred

MAKING INITIAL CONTACT: MEETING AND CONVERSATION GOALS

- Who we are
- Funder's interests
- Permission to submit proposal
- Range of funding request allowed
- Deadlines and timelines

BUILDING RELATIONSHIPS

- **Grant relationships:**

1. Individual to individual – me and the funder's contact person (program officer)

2. Individual to institution – me and the funder's trustees

3. Institution to institution – my organization and funder's trustees

LETTER OF INQUIRY

- The funder suggests a 2-3 page letter for the full request or opening request
 - Sell the organization and the story
 - Comprehensive (if abbreviated) overview
- You are sending a letter to a new funder who doesn't know you very well
 - Selling the idea, cause, and people
 - Just enough information to get an "I'm interested"

MAKING THE APPLICATION

- Responding to a Request for Proposal (RFP), Request for Application, (RFA), Federal Opportunity Application (FOA), Notice of Funding Opportunity (NOFO)
- Responding to a solicitation or announcement
<http://www.medica.com/C6/C6/MFoundationApplyGrant/default.aspx>
- [WK Kellogg Foundation](#)
- Using the [Minnesota Common Grant Form](#)

COMMUNICATION - WRITING

- Three Most Important Things to Communicate
 1. The problem is real and so is the opportunity to create change.
 2. The problem can be solved by us.
 3. We are in harmony with all the things the funder wants us to be and to do to solve the problem.

MAKE THE ASK

- Ask for money (a specific amount, please)
- Ask for a meeting (call to set a time)
- Ask for permission to submit a full proposal
- **Remember, YOU** must follow up. Not them.



PROPOSAL WRITING

- Follow the instructions
- Include real life stories
- Focus on the positive
- Eliminate jargon and acronyms
- Live within the limits of the RFP.
- Summary of the proposal is valuable
- Provide a fully-detailed *Goals and Objectives Table*

PROPOSAL WRITING

- Budget
- Match (hard and soft)
- Budget narrative
- Work Plan
- Margins, font, number of pages
- Appendices
- Resumes
- Letters of support

PROPOSAL WRITING

- The Lucile Rule: It is said that at one time, the David and Lucile Packard Foundation would automatically toss out any application submitted with a spelling error. The most common misspelling was "Lucille" instead of Lucile. Using spell check wouldn't have caught this error, so know who you are writing to and remain aware when editing and proofing all your work!
- NEED – everyone needs the money. Tell them how you will best use the money.

ONLINE APPLICATION

They are built on hiring forms which means:

- Computer vetting rather than human vetting
- Differences in language and grammar
- Basic connections and concepts
- [Minnesota Common Grant Application](#)
- [Minnesota Common Grant Report Form](#)
- Variety of online application formats
- Review entire application before submitting

MINNESOTA COMMON GRANT APPLICATION

STRATEGIES FOR SUCCESSFUL GRANTSEEKING

1. **Do your research** to determine whether the foundations' and corporations' goals and objectives for grantmaking are consistent with your type of grant request.
2. After you do the research, find out the preferred method of contact for the grantmaker, and contact the grantmaker to secure their specific grantmaking guidelines. Many grantmakers generally like to have initial contact with you before receiving a written proposal.
3. Include a cover letter with each proposal that introduces your organization and your proposal, and makes a strategic link between your proposal and the funder's mission and grantmaking interests.
4. Type and single-space all proposals.
5. Answer all the questions in the order listed.
6. Submit the number of copies each grantmaker requests according to their guidelines.
7. Do not include any materials other than those specifically requested at this time.

RESOURCES

- Call, write or check the website of each grantmaker to obtain a copy of their funding guidelines (for a list of MCF member grantmaker sites, visit MCF's website at

SUBMISSION AND FOLLOW-UP

- Acknowledgement
- Rejection
- Communications and partnerships

PRACTICAL TIPS: STATE GRANTS

- Where do state grants come from?
- State Register
- How to read the State Register
<http://www.comm.media.state.mn.us/bookstore/mnbookstore.asp?page=register>
- - who is eligible?
 - how much \$ is available?
 - how to receive the solicitation
 - application process
 - Dun and Bradstreet (DUNS) number
 - reimburse expenses
 - reporting requirements
 - pros and cons

Department of Human Services
Mental Health Division

Notice of Request for Proposals for a Qualified Grantee to Improve and Sustain Assertive Community Treatment (ACT) Services

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services is requesting proposals from qualified Responders to improve services available and retention of staff in Assertive Community Treatment (ACT) services through innovative strategies, not otherwise reimbursed by the per-diem ACT Medicaid rate.

Work is proposed to start July 1st 2018. For more information, or to obtain a copy of the Request for Proposal, contact:

Kacie Norlien
Department of Human Services
Mental Health Division
P.O. Box 64981
444 Lafayette Road North, St. Paul, MN 55155 0981
Phone: (651) 431-4375, Fax: (651)431-7566
kacie.norlien@state.mn.us

This is the only person designated to answer questions by potential responders regarding this request.

PRACTICAL TIPS: FEDERAL GRANTS

- Where do federal grants come from?
- www.grants.gov
- How to decipher grants.gov
 - who is eligible?
 - how many grants will they reward?
 - DUNS number
 - online application
 - reporting requirements
 - pros and cons

SEARCH GRANTS



[Search Tips](#) | [Export Detailed Data](#)

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

SORT BY: Posted Date (Descending) ▾ **Update Sort**

DATE RANGE: All Available ▾ **Update Date Range**

1 - 25 OF 2237 MATCHING RESULTS: [« Previous](#) **1** 2 3 4 5 6 ... 90 [Next »](#)

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
18-537	Computer Science for All	NSF	Posted	02/10/2018	05/09/2018
18-538	Cyber-Physical Systems	NSF	Posted	02/10/2018	05/09/2018
PAR-18-649	Human-Animal Interaction (HAI) Research (R03 - Clinical Trial Optional)	HHS-NIH11	Posted	02/09/2018	03/30/2018
RFA-NS-18-024	Lewy Body Dementia Center Without Walls (CWOW) (U54 Clinical Trial Not Allowed)	HHS-NIH11	Posted	02/09/2018	04/17/2018
PAR-18-650	Human-Animal Interaction (HAI) Research (R21 - Clinical Trial Optional)	HHS-NIH11	Posted	02/09/2018	03/30/2018
BOR-UC-18-N007	Glen Canyon Dam Adaptive Management Program	DOI-BOR	Posted	02/09/2018	02/23/2018

OPPORTUNITY STATUS:

- Forecasted (138)
- Posted (2,099)
- Closed (2,510)
- Archived (42,581)

FUNDING INSTRUMENT TYPE:

- All Funding Instruments
- Cooperative Agreement (533)
- Grant (4,750)

NEXT STEPS

- Sign up with www.grants.gov
- Mark your calendar; read the State Register every Monday
- Research Foundation grants and set up your spreadsheet
- Apply for a [DUNS Number](#)

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QUESTIONS?

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