



Grantwriting

Plan, Engage, Inspire

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Our Mission

Our mission is to demonstrate the power and promise of recovery from addiction and its value to individuals, families and communities throughout New York State and the nation. We actively seek to advance public policies and practices that promote and support recovery.

The FOR-NY community includes individuals in recovery, our families, friends and allies. We come together from across New York State to ensure that any person struggling with addiction has the opportunity to recover and reclaim a meaningful life as a member of society.



Our Vision

We envision a world in which recovery from addiction is both common and celebrated; a world in which the entire spectrum of effective prevention, treatment and recovery support services are available and accessible to all.



Our Beliefs

- Addiction is a public health issue
- Recovery is possible for everyone
- There are many pathways to recovery and everyone gets there in their own way
- Adequate resources and support are necessary for sustained recovery
- Recovery is about reclaiming a meaningful life as a member of society



Our Programs & Activities

- Organize Annual “Stand Up For Recovery Day” in Albany
- Conduct and facilitate a variety of education and training programs
- Advocate for additional resources, legislative, and recovery support of recovery
- Moderate statewide Community-Based Recovery Supports meetings
- Facilitate “Recovery Talks: Community Listening Forums”
- Host recovery-related film screenings
- Conduct and disseminate recovery-focused research
- Maintain content-rich website
- Produce monthly e-newsletter, “Recovery Talk”

Grantwriting



Presentation Outline

1. The Development Process
2. Principles of Successful Grantseeking
3. Know your Organization and Field
4. Know the Funders
5. Write and Submit a Competitive Proposal
6. Grantseeking resources
7. Questions and Feedback



The Development Process

Source: Howlett, Susan and Renee Bourque. *Getting Funded; The Complete Guide to Writing Grant Proposals*. 5th Edition, 2011

Gather Needed Data

Maintain relationships with funders, evaluate and report results



Build Support and Involvement



Principles of Successful Grantseeking

1. Plan before you write
2. Grants should only be a part of your funding model
3. Collaboration is key
4. Even the best proposals are not always funded
5. Be aware of changes in funding patterns
6. Build a Proposal Writing Team



Know your organization and Field: Ensure Organizational Readiness

The process of writing a grant can be beneficial whether you are funded or not

1. Know your mission; know the need; know who you help or could help
2. Prepare a Strategic Plan
3. Leadership roles should be established
4. Know your current budget; show that you can maintain a budget
5. Get buy-in from stakeholders (internal and external)
6. Do you have the infrastructure to support a grant?
7. Are you eligible for a grant?



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Know your organization and Field: Community Needs Assessment

1. Conduct a needs assessment
2. Clarify who is impacted
3. Understand the root cause of the issue
4. Measure the scope of the problem
5. Understand who else is doing similar work
6. Think about long term solutions
7. Think about opportunities (not just need)



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Know your organization and Field: Design your project

1. Make sure the design fits the mission statement and the community served
2. Make sure your organization has the capacity to perform the project
3. Set goals and a timeline to complete the project
4. Create activities and outputs that contribute to the completion of the project
5. Evaluate the proposed project to ensure that the project helps fulfill the organization's mission and vision.



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Know the Funders: Identify Potential Funders

1. Public Funders:
 1. Federal
 2. State
 3. Local/Municipal



Know the Funders: Identify Potential Funders

1. **Private Funders:**
 1. Foundations
 2. Corporations
 3. Service Clubs
 4. Professional Associations
 5. Trade Associations
 6. Unions
 7. Special Interest Groups
 8. Faith Communities



Write and Submit a Competitive Proposal

1. Develop a proposal writing timeline
2. Develop a framework for project management up front
3. Ensure that you have anticipated costs accurately
4. Inform others about goals and plans for the project
5. Test the true degree of internal commitment to the project
6. Study the RFP and what points are being awarded for each section
7. Follow directions!

**"WRITING
IS THE
PAINTING
OF THE
VOICE!"**
VOLTAIRE

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Write and Submit a Competitive Proposal

1. Major Components of proposals to government funders
 1. Cover Sheet or Title Page
 2. Signed Assurances
 3. Executive Summary, called Abstract in Research proposals
 4. Statement of Purpose
 5. Statement of Need
 6. Project Description, called Procedures in research proposals
 7. Sustainability Plan
 8. Evaluation
 9. Qualifications
 10. Budget
 11. Attachments



Write and Submit a Competitive Proposal

1. Major Components of proposals to foundations and corporations
 1. Cover Letter
 2. Executive Summary
 3. Problem or Need or Opportunity Statement
 4. Project Description
 5. Organizational Background
 6. Evaluation
 7. Qualifications
 8. Budget
 9. Sustainability Plan
 10. Attachments



Write and Submit a Competitive Proposal

1. Writing the Needs Statement

1. Show you have a thorough understanding of the problem. Use data and statistics, as well as community member stories
2. Show why this is important not only to the people served but also to the wider society
3. Show that the need is timely and should be addressed now
4. Show the innovative nature of your work
5. If the work is being duplicated, show why it must be duplicated
6. Show the ways your work will support the funder's goals



Write and Submit a Competitive Proposal

1. Writing the Project Description
 1. Introduction/overview
 2. The SMART goals:
 - Specific
 - Measureable
 - Achievable
 - Realistic
 - Time bound
 3. The objectives and activities
 4. The participants
 5. The work plan
 6. The management plan



Write and Submit a Competitive Proposal



1. **Sample Work Plan (see attached)**



Write and Submit a Competitive Proposal

Designing an Evaluation Plan

1. Ask the right questions
2. Collect information (great to utilize before and after surveys)
3. Conduct measurement
4. Analyze information
5. Report results



Write and Submit a Competitive Proposal

1. Budgeting

Project Budget: _____

Project Revenue	
Public	
Federal	
State	
Local	
Private	
Foundations	
Corporations	
Organizations	
Individuals	
Earned Income	
Interest Income	
Total Income	

Project Expenses	
Salaries	
Benefits and Taxes	
Facilities	
Equipment	
Supplies	
Travel and Per Diem	
Contract Services	
Communications	
Program Related Expenses	
Indirect Costs	
Total Expenses	

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Write and Submit a Competitive Proposal



Budgeting: Key terms to know

1. Direct Costs--Program personnel (salaries and wages); Fringe Benefits; Contract Services; Travel and per diem expenses; facilities; equipment; supplies and materials; program-related expenses; communications.
2. Indirect costs--Central administration; legal services; financial services and fundraising. Depreciation of buildings and equipment can also be counted as an indirect cost. (Generally calculated as 20% of Direct Costs)



Grantseeking resources

1. Public:

1. Grants.Gov
2. New York State Grants Gateway
3. Corporation for National and Community Services

2. Private

1. The Foundation Center
2. Guidestar
3. Grantspace.org
4. Grantwatch.com
5. New York State Health Foundation



Questions & Answers



Connect with Us!

- ▶ Facebook.com/RecoveryNY
- ▶ Twitter.com/Recovery_NY
- ▶ LinkedIn.com/company/FOR-NY
- ▶ YouTube.com: Friends of Recovery - New York
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