

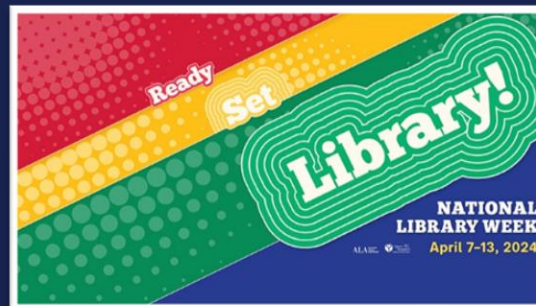


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**Texas Department of State
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Grant Writing Essentials

April 9, 2024

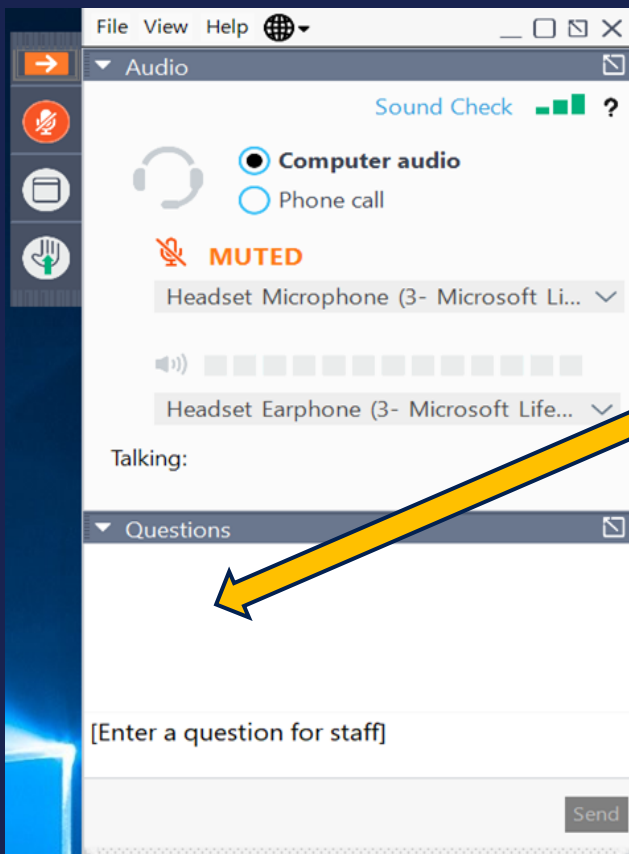



GoToWebinar Attendee Participation



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- Open and hide your control panel using the orange arrow. 
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- If you are having technical difficulties, call GoToWebinar at 1-800-263-6317.
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 - After survey completion, a certificate of attendance can be saved or printed.



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Betsy Cox

Grant Development Center Coordinator
DSHS Grant Development Center

Overview



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- DSHS Grant Development Center
- Organizational Readiness
- Finding the Right Funders
- Proposal Components
- Best Practices

Grant Development Center (GDC)



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Grant Education, Training & Funding Information



State of Texas Nonprofits, Government Entities & Educational Institutions



Long-term Organizational Financial Sustainability



Healthier Texas

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Grant Development Center

About the GDC

The Grant Development Center (GDC) provides grantsmanship education and health-related funding information for State of Texas residents. The GDC replaces the Funding Information Center (1990 to 2022). The GDC is part of the Department of State Health Services [Office of Practice and Learning](#).

The Funding Information Center (FIC) was established in January 1990 to serve as a statewide clearinghouse for funding information on HIV/AIDS-related programs. As mandated by the 1989 Human Immunodeficiency Virus Services Act (Texas Health and Safety Code, Title 2, Chapter 85, Section § 85.013 and § 85.014), the FIC researched and disseminated HIV/AIDS-related funding information to the Texas public. The Texas Legislature removed Section § 85.013 from the FIC mandate in April 2015. The scope of FIC coverage then expanded to include almost all public health interests and many social service issues.

Contact Us

grantscenter@dshs.texas.gov

What We Do

Communicate Education & Training

Showing 1 - 3 of 7

- [Grant Writing 101](#)
Grantsmanship topics to help you prepare to write and submit proposals.
- [Funding Resources](#)
Selection of public and private funding entities for Texas grant-seekers.
- [GDC Email Updates](#)
Funding opportunity announcements, trainings, and other items of interest from our bi-monthly subscription email list.

Subscribe to GDC Email Updates

Click to subscribe

[Sign up for updates](#)

- Grant Writing 101
- Grantsmanship and Nonprofit Management Resources
- Grantsmanship Glossary
- DSHS Data Resources
- Funding Resources
- Funding Opportunity Databases
- GDC Email Updates

dshs.texas.gov/grant-applications-funding/grant-development-center

Organizational Readiness



- Getting Started
- Types of Support
- Toolbox Documents
- New Organizations



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Getting Started

“Just write a grant ...”

- What do we want funded?
- How much will it cost?
- When do we need the funds?
- What is the time-cost benefit to apply?
- Is a grant the right choice?



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Types of Support

Type	Description
General Operating	Unrestricted operating support
Program/Project	Restricted specific program/project support
Equipment	Purchase of equipment, computers, office furniture, etc.
Capacity	Development of skills and systems to build effectiveness and sustainability
Capital/Building	Capital campaigns and construction/renovation projects
Challenge	Funds dependent upon money raised from other sources
In-Kind	Products or services
Sponsorships	Special community/fundraising events



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Toolbox Documents

Type	Examples
Organizational	Articles of Incorporation Board and executive biographies IRS letter Mission statement History Strategic plan Annual report
Financial	990 Tax form Audited financial statement Boilerplate language for donor and financial management systems Funding sources In-kind resources Budgets
Programs	Organizational needs Evaluation capacity Key staff biographies Program descriptions, goals, and objectives
Other	Key partnerships Current and pending grants and contracts Social media channels



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New Organizations

Less than three years in operation:

- Obtain your 501(c)(3) IRS status.
- Build credibility through other forms of fundraising.
- Create an online presence – website and social media.
- Learn from and partner with other organizations.



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Recap: Grant Readiness



- A grant is not always the solution.
- Must have the time, capacity, and skills to apply for and manage grants.
- Maintain a list of needs and potential projects.
- Prepare key documents in advance.
- New organizations must build credibility.



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Finding the Right Funders



- Proposal Terminology
- Competitiveness
- Types of Funders
- Databases and Websites



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Proposal Terminology

Term	Description
RFA	Request for Application
RFP	Request for Proposal
NOFO	Notice of Funding Opportunity
FOA	Funding Opportunity Announcement
Invitation Only	Notice that organizations are not able to apply for funding without an invitation from the grant maker
Solicited	Notice of an active funding opportunity, including guidelines for preparation and submission
Unsolicited	Submission of a proposal to a funder when there is no active request for proposals



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Competitiveness: Eligibility

- Organizational type
- Geographic area
- Mission match
- Types of support
- Program fit



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Competitiveness: Capacity

- Time
- Personnel
- Systems
- Partnerships
- Award amount and payout
- Multiple opportunity cycles



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Types of Funders

Local, state, and national levels:

- Corporations
- Foundations
- Government



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Corporations

- Grants
- Sponsorships
- In-Kind Donations
 - Product
 - Space
 - Expertise
 - Volunteers



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Atmos Energy Foundation



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Contribution Requests Form

Atmos Energy asks that all organizations requesting financial support from us complete this questionnaire. We ask that your request be submitted 30 days in advance of your event date. Those not providing ample time for consideration may limit their opportunity for support. Completion of this form does not guarantee that Atmos Energy will be able to fulfill the request. *(Please complete form and submit when complete.)*

Organization Name*:	<input type="text"/>
Organization Website Link:	<input type="text"/>
Contact Name*:	<input type="text"/>
Contact Phone Number*:	<input type="text" value="xxx-xxx-xxxx"/>
Contact Email Address*:	<input type="text"/>
Physical Address*:	<input type="text"/>
City*:	<input type="text"/>
State*:	<input type="text" value="Texas"/>
Zip*:	<input type="text"/>
Is Mailing Address different than Physical Address?*	<input type="radio"/> Yes <input type="radio"/> No
Is this organization a 501-(c)3?*	<input type="radio"/> Yes <input type="radio"/> No
What is the organization's primary mission?*	
(Maximum characters: 650)	
You have <input type="text" value="650"/> characters left	
<input type="text"/>	
Are these funds being requested in support of an event/sponsorship?*	<input type="radio"/> Yes <input type="radio"/> No (Donation Request Only)
Amount requested*:	<input type="text"/>
Date funds needed by (30 days advance notice required)*:	<input type="text"/>
Will there be any advertisement or promotions featuring Atmos Energy?*	<input type="radio"/> Yes <input type="radio"/> No
Has Atmos Energy participated in the past? *	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit"/>	

atmosenergy.com/about/community/contributions.html

Foundations

Private Foundations:

- Income from individuals, families, or groups of individuals.
- Funding priorities based upon personal philosophies of founding members.

Community Foundations:

- Provide grants within a specific geography.
- Some are small with limited resources.
- Build capacity within rural communities.



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The Powell Foundation

powellfoundation.org

PRE-APPLICATION

(Previously called "letters of interest" or LOI)

Organizations interested in applying for a Powell Foundation grant must first submit an online pre-application form. A pre-application is a brief summary of the funding request, the challenges the program or project seeks to address, and how the organization is positioned to address those challenges. The pre-application helps our team evaluate your organization's eligibility as well as fit with our mission, geographic focus, and priorities.

All applicants must complete the pre-application, including current grantees of the Foundation. Current grantees will be notified when they are eligible to submit a pre-application based on the timing of their last grant.

New organizations may submit a pre-application at any time. Pre-application requests for new organizations will remain in review through the delineated pre-application deadlines. Pre-applications received by the November deadline will be considered for the Spring cycle. Pre-applications received by the May deadline will be considered for the Fall cycle.

CYCLE	PRE-APPLICATION DEADLINE
Spring	November 30
Fall	May 31

Organizations will be notified (via email) of the status of their pre-application by early January for the Spring cycle and by early July for the Fall cycle. The Powell Foundation will make the decision to advance, defer, or decline.

APPLICATION

If the pre-application is advanced, your organization will be invited to submit a full application via the Powell Foundation's online Grant Portal.

Organizations will have the opportunity to describe the proposed body of work in more breadth and depth, share details about the intended outcomes of the work, and provide an overview of the organization and its impact. Applicants will be notified of the application deadline and will have approximately one month to submit the full grant proposal. A Powell Foundation staff member will review each request and conduct necessary diligence, which may include requests for conversations, site visits and other opportunities to understand the organization, its mission, and impact. Due to the volume of requests the Powell Foundation receives, the full process will typically take 5-6 months from the time of application submission. Thank you in advance for your planning and patience.

FINAL DECISION

The Powell Foundation Board of Directors makes all final decisions about grant requests during the Spring (May) and Fall (November) Board Meetings. You will be notified shortly after a decision has been reached.

CURRENT GRANTEES

Submit a pre-application in the grant portal.

[GRANT PORTAL LOG IN](#)

NEW ORGANIZATIONS OR PAST GRANTEES

Submit a pre-application via the website.

[SUBMIT A PRE-APPLICATION](#)

- Harris, Travis, and Walker Counties
- Nonprofits and government entities
- Guidelines
- Application Process
- FAQs



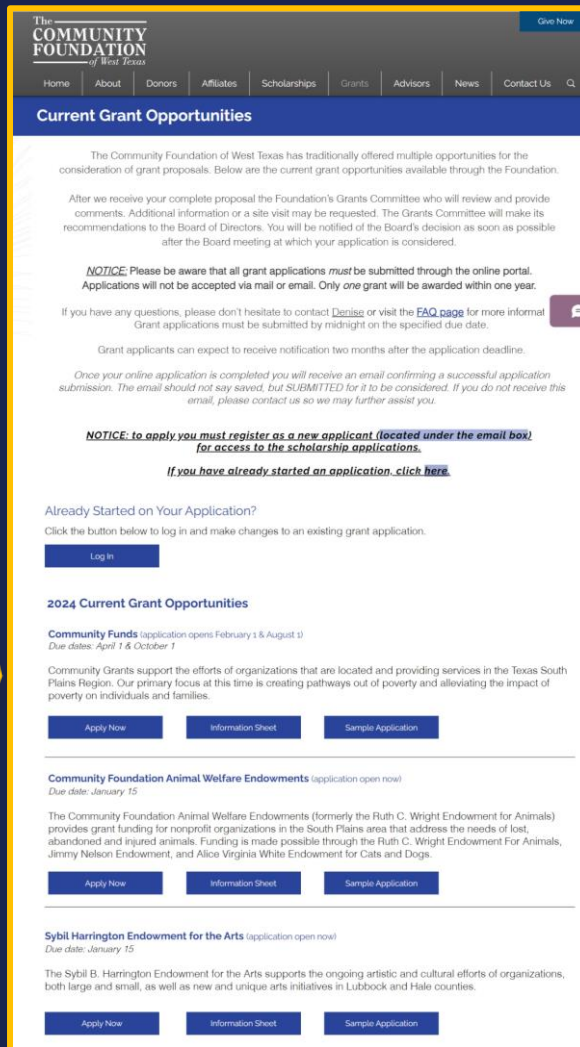
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The Community Foundation of West Texas

cfwtx.org

- 15 counties of the South Plains
- Current Grant Opportunities
- Funding Priorities
- Who Do We Fund?
- Information Sheet
- Sample Application and Documents
- Contact Information



The screenshot displays the website's navigation menu with options like Home, About, Donors, Affiliates, Scholarships, Grants, Advisors, News, and Contact Us. The main content area is titled "Current Grant Opportunities" and includes a "Give Now" button. It provides information about the grant application process, including a notice that applications must be submitted through the online portal and a deadline of one year. There are also links for "Already Started on Your Application?" and "2024 Current Grant Opportunities".

2024 Current Grant Opportunities

Community Funds (application opens February 1 & August 1)
Due dates: April 1 & October 1

Community Grants support the efforts of organizations that are located and providing services in the Texas South Plains Region. Our primary focus at this time is creating pathways out of poverty and alleviating the impact of poverty on individuals and families.

[Apply Now](#) [Information Sheet](#) [Sample Application](#)

Community Foundation Animal Welfare Endowments (application open now)
Due date: January 15

The Community Foundation Animal Welfare Endowments (formerly the Ruth C. Wright Endowment for Animals) provides grant funding for nonprofit organizations in the South Plains area that address the needs of lost, abandoned and injured animals. Funding is made possible through the Ruth C. Wright Endowment For Animals, Jimmy Nelson Endowment, and Alice Virginia White Endowment for Cats and Dogs.

[Apply Now](#) [Information Sheet](#) [Sample Application](#)

Sybil Harrington Endowment for the Arts (application open now)
Due date: January 15

The Sybil B. Harrington Endowment for the Arts supports the ongoing artistic and cultural efforts of organizations, both large and small, as well as new and unique arts initiatives in Lubbock and Hale counties.

[Apply Now](#) [Information Sheet](#) [Sample Application](#)



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Government

- Created through tax dollars.
- Can create growth and scale.
- Long applications (30+ pages) with extensive requirements.
- Pre-registration is required in applicable federal portals – login.gov, SAM.gov, grants.gov.
- Reimbursement model – needs 90-180 days of operating capital.
- Include high levels of compliance in internal controls, monitoring, and reporting.



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DSHS: HHS0014111

Request for Application: HHS0014111

Agency: DSHS

Procurement Number: HHS0014111

Procurement Name: Food Bank Nutrition Policy Project

Program Name: Community Health & Wellness Branch

Release Date: February 27, 2024

Submission Deadline: April 9, 2024 — 10:30 am CDT

Executive Summary

The Texas Health and Human Services Commission (HHSC), for and on behalf of the Department of State Health Services (DSHS), seeks qualified Applicants to be considered for funding through the Obesity Prevention grant program (OPP). OPP provides funding to implement policies and improve operating procedures at food banks that will increase consumption of healthy foods by low-income, food-insecure target populations in Texas.

Documents

[HHS0014111 Food Bank Nutrition Policy Project RFA \(PDF\) \(423.63 KB\)](#)

[HHS0014111 Exhibits and Forms \(Zipped\) \(9.81 MB\)](#)

[HHS0014111 ADDENDUM 1 \(2.62 MB\)](#)

[HHS0014111 Attachment to ADDENDUM 1 - Questions & Answers \(464.63 KB\)](#)

[HHS0014111 ADDENDUM 2 \(2.77 MB\)](#)

[HHS0014111 Attachment to ADDENDUM 2 -- EXTEND DEADLINE \(122.61 KB\)](#)

resources.hhs.texas.gov/rfa



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Databases and Websites

- Subscription Services
- Free Websites



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Subscription Services

- Search for “top grant databases”
- Virtual “tours”
- Time-limited free trials
- Research the best fit for your organization's fundraising needs:
 - Frequency of use
 - Type of funders to target
 - Ease of use
 - Cost



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Candid Funding Information Network

candid.org/find-us

- Search for closest partner site.
- Check for hours of operation and if an appointment is needed.

Candid. Candid at a glance

The information you need to do good. Thing you can do About us Q

Find us


Find Candid in your local community through our partners.
Get access to resources you need to do good.

Resources located near you

- **Get free access** to Candid's [Foundation Directory](#), the smartest, fastest way to win more funding.
- **Get free access** to [GuideStar](#), Candid's premier nonprofit research tool, the largest source of verified information on nonprofits.

Use the map search below to locate where you can access Candid's resources.
Learn about becoming a [Candid community partner](#).

Location



Search:

Name	City	State/Country	Distance
Community Foundation of West Texas	Lubbock	TX	7
Amarillo Area Foundation	Amarillo	TX	113
Tom Green County Library - Stephens Central	San Angelo	TX	168



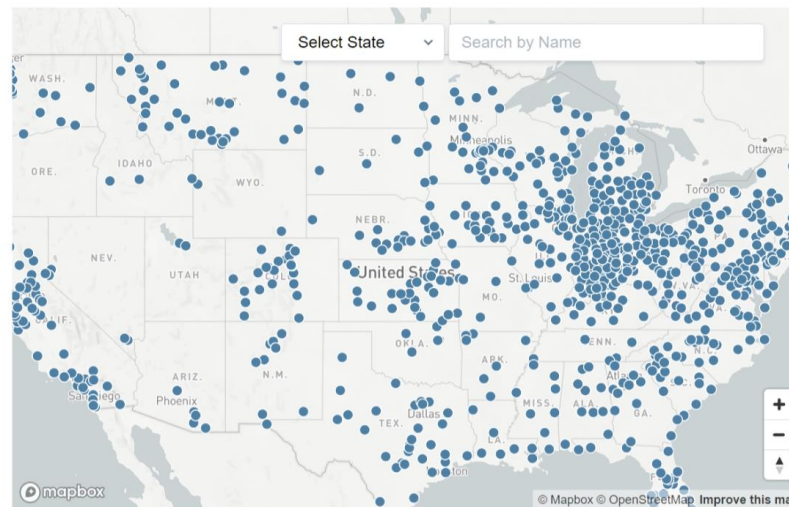
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Community Foundation Locator

Community Foundation Locator

Find community foundations in your area by clicking on the map. You can view a map of all [accredited community foundations](#) on the Community Foundations National Standards website.



- Interactive map



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cof.org/page/community-foundation-locator

Grantmakers.io

- Search by geography and topic/cause.
- View grantees, types of support, and award amounts.

The screenshot displays the Grantmakers.io website. At the top, there are navigation links for 'Find a Foundation Profile' and 'Search all Grants'. The main heading reads 'Discover insights into your next funder'. Below this, there are two search buttons: 'FIND A PROFILE' and 'SEARCH GRANTS'. The central section is titled 'Foundation Profiles' and includes a sub-heading 'Basic stats, full grant listings, and key personnel'. It features a 'Fast information at your fingertips' section with three data points: 'Total Assets' of \$14,000, 'Median Grant Size' of \$6, and 'Number of Grants' of 56. Below this is a 'GIVING TRENDS' section titled 'Understand giving priorities' with a sub-heading 'View a foundation's historical giving trends to see if your organization is a match.' and a table showing 'Location' and 'Purpose' for various regions. At the bottom, there is a 'Profiles Search' section with a 'FIND A PROFILE' button.

Location	Purpose
New York, NY	Aging
Mount Desert, ME	Youth
Exeter, NH	Education
Bronx, NY	Family Services



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Texas Rural Funders

texasruralfunders.org/grant/

- Grants hub
- Online newsletter

The screenshot displays the Texas Rural Funders website interface. At the top, there is a navigation menu with links for 'WHO WE ARE', 'WHAT WE DO', 'EVENTS & RESOURCES', 'NEWS', and 'CONTACT'. Below the navigation is a large banner image of a sunset over a desert landscape. The main heading is 'Latest Grants'. There are two buttons: 'DOWNLOAD GRANT WRITER LIST' (orange) and 'DOWNLOAD GRANT LIST' (green). Below these is a 'Search & Find Grants' section with a search bar, a dropdown for 'Programmatic Area' (set to 'Any'), and a 'Clear Search' button. The search results are displayed in a grid of six cards, each representing a grant opportunity with details on deadline, grant range, source, and hashtags.

Grant Title	Deadline	Grant Range	Source	Hashtags
Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom Challenge Grant (SPEC)	03/08/2024	50K to 150K	U.S. Department of Agriculture	#Agriculture & Food, #Education, #Workforce & Economic Development
FY 2025 Library Capacity Grant Program	02/07/2024	Up to 75K	Texas State Library and Archives Commission	#Capacity Building, #Community Development, #Workforce & Economic Development
FY 2023 Disaster Supplemental Program	02/09/2024	Up to 30M	U.S. Department of Commerce	#Capacity Building, #Disaster Prevention & Relief, #Workforce & Economic Development
Public Works and Economic Adjustment Assistance Program	02/09/2024	Up to 30M	U.S. Department of Commerce	#Workforce & Economic Development
Food Safety Outreach Program	02/13/2024	75K to 1M	U.S. Department of Agriculture	#Agriculture & Food
2023 Inflation Reduction Act Climate Ready Workforce for Coastal States, Tribes, and Territories Competition	02/13/2024	500K to 10M	U.S. Department of Commerce	#Energy & Environment, #Workforce & Economic Development



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Local Public Funding Opportunities

- Check your city or county website for grant or contract opportunities.

The screenshot shows the Tyler, Texas website. The header includes the Tyler Texas logo and navigation links: "Apply for a Job", "Agendas", "Notice about 2023 Tax Rates", and "Translate". Below the header is a navigation menu with "I WANT TO..." followed by "GOVERNMENT", "BUSINESS", "COMMUNITY", and "ABOUT US". A search icon is also present. The left sidebar contains a list of departments, with "Community Development" selected. The main content area displays the "Community Development Block Grant" page. It features a banner image with the text "CDBG COMMUNITY DEVELOPMENT BLOCK GRANT On The Right Road" and "JOBS AVAILABLE". Below the banner, there is a paragraph of text and two sections: "Eligible Clientele" and "Eligible Activities".

Community Development Block Grant

CDBG funds are awarded to City departments, other public agencies, public and private nonprofit entities and for-profit entities to carry out eligible housing and community development projects within the boundaries of the City of Tyler.

Eligible Clientele

Projects receiving assistance must serve low- and moderate-income persons (generally defined by HUD as members of a family earning no more than 80 percent of the area median income) and/or prevent or eliminate slums and blight. Activities that benefit low- and moderate-income persons can address this objective by: 1. serving low- and moderate-income areas, or 2. serving low- and moderate-income clientele. An activity to prevent or eliminate slums and blight - generally consists of a project that provides a benefit to the service area and the area must be designated by the City as a slum, blighted or deteriorated area. Activities assisted must address one or more conditions which contributed to the deterioration of the area.

Eligible Activities

The following is a list of eligible activities within the CDBG program:

- Acquisition of Real Property
- Disposition
- Public Facilities and Improvements
- Clearance and/or Demolition
- Public Services
- Interim Assistance
- Relocation
- Loss of Rental Income
- Privately-Owned Utilities
- Rehabilitation
- Code Enforcement
- Homeownership Assistance Planning and Capacity Building Program
- Administration Costs



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Texas Health and Human Services



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An official State of Texas website. Here's how you know. >

Apply for Benefits? | A-Z Index | Connect | Español | Subscribe? | Survey?

Services > Providers > Business > Regulations > About > Newsroom > Contact

Home > Search Business > Grants

Grants

The Health and Human Services Commission (HHSC) manages grant opportunities for HHSC, Department of State Health Services (DSHS) and Department of Family Protective Services (DFPS).

[Find active grant opportunities on the HHS Request for Applications page.](#)

What is a Grant?

According to [Grants.gov](#), "A grant is a way the government funds your ideas and projects to provide public services and stimulate the economy. Grants support critical recovery initiatives, innovative research, and many other programs."

We offer grants for:

- Behavioral Health Services;
- Health, Developmental, and Independence Services; and
- Access and Eligibility Services, among others.

To see grants we have previously awarded, visit the [HHS Request for Applications page](#).

Who can apply for a grant?

Each grant will have its own eligibility requirements. Generally, applicants for grants must be a non-profit or governmental entity. But some grants allow for-profit entities to apply.

What do you need in order to apply?

- **TIN:** Applicants must have a Texas Identification Number (TIN) to apply for a grant. If your organization does not have a TIN, visit the [Texas Comptroller site](#) for more information.
- **UEI:** Applicants must have a Unique Entity Identifier (UEI) issued by the federal government if you are applying for any federally funded grant offered by HHS. If your organization does not have a UEI, visit [SAM.gov to learn how to get one](#).
- **Experience:** Each RFA has its own eligibility requirements. Each RFA also has the criteria used to score applications. RFAs are competitive. Not all applicants will receive a grant award. Be sure to read the RFA and the scoring criteria closely.

How will I know when HHS posts new grant opportunities?

HHS does not have a notification system at this time. Whether you are an existing grantee or interested in becoming one, you will need to [check the HHS Request for Applications page for the latest grant opportunities](#).

Resources to Help You

[Learn more about State of Texas Grants](#)

[Learn more about Federal Grants](#)

- HHSC, DSHS, DFPS
- Texas ID Number (TIN)
- Unique Entity Identifier (UEI)
- No email updates – bookmark this page.

hhs.texas.gov/business/grants

Grants.gov

The screenshot shows the Grants.gov website interface. At the top, it features the Grants.gov logo with the tagline "FIND. APPLY. SUCCEED." and navigation links for "Help", "Register", and "Login". Below the logo is a horizontal menu with options: "Home", "Learn Grants", "Search Grants", "Applicants", "Grantors", "System-To-System", "Forms", "Connect", and "Support".

The main content area includes two informational sections:

- Informative status:** A reminder that federal financial assistance award recipients are crucial for safeguarding federal funds and maintaining a secure cyber environment. It directs users to a "latest blog post" for more information.
- Warning status:** A notice that in observance of Presidents' Day, the Grants.gov Contact Center will be closed on February 19. It suggests that applicants can browse the "Self-Service Knowledge Base" or consult the "Grants.gov Online User Guide" for support.

A central banner features a smiling woman in a white shirt with her arms raised, set against a blurred office background. The banner text reads: "Your Team. Your Workspace." followed by "Applying for a funding opportunity is easier and more efficient when your team collaborates. Grants.gov Workspace makes it possible." and a blue button labeled "Apply for a Grant Using Workspace".

Below the banner is another "Informative status" section, which is a reminder that federal agencies do not publish personal financial assistance opportunities on Grants.gov. It states that opportunities published on Grants.gov are for organizations and entities supporting the development and management of government-funded programs and projects, and directs users to "Benefits.gov" for more information.

The footer contains a row of icons and links for various services: "Search Grants", "Get Started", "Grant Policies", "Grant-Making Agencies", "Prevent Scams", "Community Blog", "Twitter Feed", "YouTube Videos", "User Guide", and "Support Center".

- Federal funding opportunities
- Federal grant-making agencies
- Grants Learning Center



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Recap: Finding Funders



- Have a program in mind first.
- Identify the types of support you need.
- Read the entire application.
- Take advantage of free resources.
- Research opportunities throughout the year.



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Proposal Components



- Letter of Inquiry/Intent
- Organizational Background
- Executive Summary
- Statement of Need
- Program Narrative
- Budget
- Evaluation
- Sustainability
- Supporting Documents



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Letter of Inquiry/Intent (LOI)

- Project Name
- IRS Determination
- Funding Priority Match
- Geography of project
- Mission Statement
- Organization Overview
- Statement of Need
- Project Description
- Amount Requested
- Program Budget (amount)
- Current Operating Budget (amount)



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Organizational Background

Please describe your organization. Include information you believe is most important to help the funder understand what makes your organization special:

- Number of staff
- Number of volunteers
- Clients served annually by organization
- Date established or founded
- Core services
- Major accomplishments
- Brief statement of your organization's vision for the next five years



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Executive Summary

- Describe the project, including a summary of the critical issues or opportunities it will address, its benefits to the community, and the changes or results the project will attain.
- Address how this project relates to the foundation's funding priorities.
- State the total cost of the project and the specific dollar amount requested from the Foundation.



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Statement of Need

Address the following:

- Main issues or problems with details on why and how this proposal addresses those issues.
- Targeted communities to be served and why they were selected.
- Description of activities and why these were selected.
- Other organizations in your area that provide similar services. Describe how your services or approach are different from theirs.



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Program Narrative

- Top three goals related to the proposal.
- Beginning date, end date, and key events.
- Target geographic area and number of clients to be served by this project.
- Names of key staff and volunteers involved with the project. Include a brief background information and salaries of paid staff of the project.
- List other agencies that your organization coordinates services with, either formally or informally.



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Evaluation

- Ongoing program: What have been past indicators of success? What have been challenges to achieving success? Any recent enhancements?
- New program: What is the basis for expecting that the program will succeed?
- List each objective and describe the evaluation method to be used to determine project effectiveness or success.



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Budget

Include an itemized project budget showing how requested funds will be used:

- Income
- Expenses
- Budget narrative - additional information on your budget and expenses you feel may need further explanation.
- Other sources of funds, specifying other organizations supporting this project.



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Sustainability

- List all entities asked to give financial support for the proposed project.
 - Include their responses to date and dollar amounts committed.
- Describe how this project has been funded previously.
- Describe your plan for permanent funding after the grant is ended.



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Sustainability in Your Proposal



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Item	Description
History	Successful programs and services that meet community needs
Leadership	Expertise of key staff and Board of Directors
Statement of Need	Understanding of the problem and plan to address it
Program Narrative	Well-designed work plan with flexibility to address challenges
Evaluation	Measures of program impact that show benefits for program participants
Budget	Stable cash flow and that you can be trusted with funding
Partnerships	Connections that enhance or expand program services

Supporting Documents

Include the following as attachments:

- Project and Organization Budgets
- Current Financial Statements
- Most Recent Year End Financial Statements
- Most recent IRS Filing (Form 990)
- Board Roster – Names, employment affiliations, ethnicity, and gender
- Major funding sources and amounts
- Letters of Support or Memoranda of Understanding



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Recap: Proposal Components



- Proposal questions vary.
- Evaluation does not need to be complicated.
- All costs must be reflected in the program narrative.
- Funders want to support a winning team.



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Best Practices



- Funder's Perspective
- Follow the Rules
- Plain Language
- Online Grant Platforms



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Funder's Perspective

- Why is this community need important?
- Does it meet our funding priorities?
- Does the organization have the skill, experience, and capacity to do what they plan?
- How big of an impact can this project make with our funds?



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Follow The Rules: To Do

- Contact funders that welcome questions.
- Follow application guidelines exactly.
- Create a requirements checklist.
- Identify information needed from others.
- Write in “one voice”.
- Double check your budget math.
- Ask "fresh eyes" to proofread.



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Follow The Rules: To Avoid

- Apply if you're not a good fit.
- Cut and paste entire content from another proposal.
- Use jargon and acronyms.
- Ask for too much money.
- Wait until the last minute to collect supporting documents.



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Plain Language

- Helpful for proposals with limits on word or character counts.
- Limit acronyms and keep terminology consistent.
- Use active voice.
- Stick with short sentences and paragraphs.
- Cap lists at no more than seven items.
- Try Hemingway for editing suggestions.
([hemingwayapp.com](https://www.hemingwayapp.com))

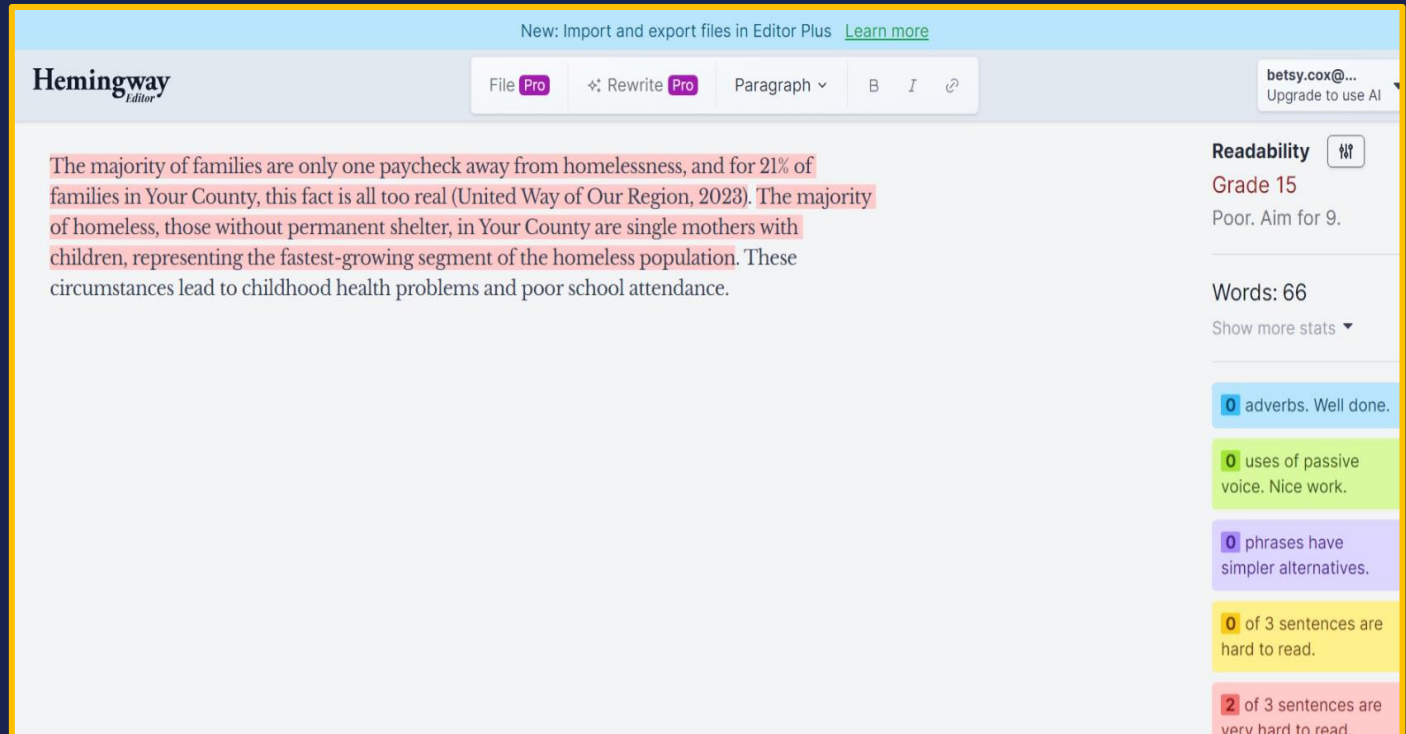


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Plain Language – “Before”



The screenshot shows the Hemingway Editor interface. The main text area contains the following paragraph: "The majority of families are only one paycheck away from homelessness, and for 21% of families in Your County, this fact is all too real (United Way of Our Region, 2023). The majority of homeless, those without permanent shelter, in Your County are single mothers with children, representing the fastest-growing segment of the homeless population. These circumstances lead to childhood health problems and poor school attendance." The text is highlighted in pink. The right sidebar shows readability metrics: Grade 15, Poor. Aim for 9., and Words: 66. Below these are four colored boxes with feedback: a blue box with "0 adverbs. Well done.", a green box with "0 uses of passive voice. Nice work.", a purple box with "0 phrases have simpler alternatives.", and a yellow box with "0 of 3 sentences are hard to read." At the bottom, a red box indicates "2 of 3 sentences are very hard to read."


New: Import and export files in Editor Plus [Learn more](#)

Hemingway Editor

File Pro Rewrite Pro Paragraph B I

betsy.cox@... Upgrade to use AI

The majority of families are only one paycheck away from homelessness, and for 21% of families in Your County, this fact is all too real (United Way of Our Region, 2023). The majority of homeless, those without permanent shelter, in Your County are single mothers with children, representing the fastest-growing segment of the homeless population. These circumstances lead to childhood health problems and poor school attendance.

Readability 

Grade 15

Poor. Aim for 9.

Words: 66

Show more stats

0 adverbs. Well done.

0 uses of passive voice. Nice work.

0 phrases have simpler alternatives.

0 of 3 sentences are hard to read.

2 of 3 sentences are very hard to read.



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Plain Language – “After”



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A screenshot of the Hemingway Editor interface. The main text area contains a paragraph: "Many families are only one paycheck away from homelessness. For 21% of families in Your County, this fact is all too real (United Way of Our Region, 2023). Single mothers with children are the fastest-growing segment of Your County's homeless. These circumstances lead to childhood health problems and poor school attendance." The right-hand sidebar displays readability metrics: "Readability" is set to "Grade 9" with a "Good" status. Below this, it shows "Words: 52" and a "Show more stats" dropdown. A list of suggestions is visible, including: "0 adverbs. Well done." (blue), "0 uses of passive voice. Nice work." (green), "0 phrases have simpler alternatives." (purple), and "0 of 4 sentences are hard to read." (yellow). The top of the interface shows the "Hemingway Editor" logo, a menu bar with "File Pro", "Rewrite Pro", "Paragraph", "B", "I", and "Link", and a user profile for "betsy.cox@..." with an "Upgrade to use AI" button.

Online Grant Platforms

- Register for your account early.
- Note if you can save your work.
- Write proposal sections offline.
- Pay attention to word or character counts.
- Be aware of attachment size limits.
- Submit early in case of technology issues.



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Recap: Best Practices



- Follow all directions.
- Ask questions.
- Set up a timeline.
- Involve others with subject matter expertise.
- Write in Plain Language.
- Recruit “fresh eyes” for proofreading.
- Do not rush the submission process.



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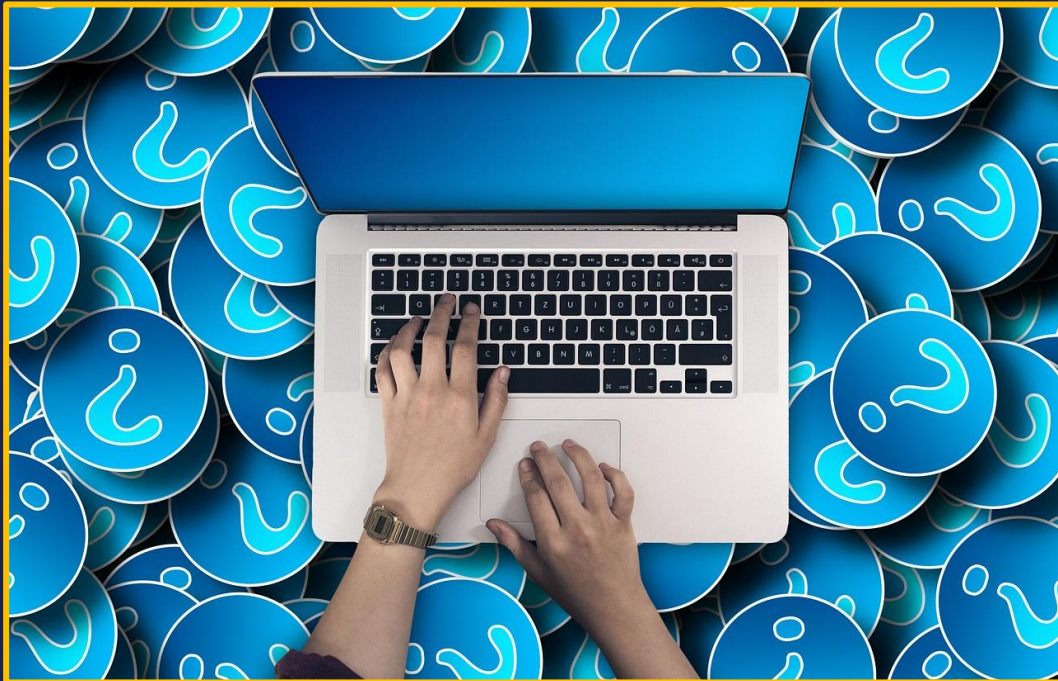
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Q&A



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Thank You!

Betsy Cox

grantcenter@dshs.texas.gov

[dshs.texas.gov/grant-applications-funding/
grant-development-center](https://dshs.texas.gov/grant-applications-funding/grant-development-center)