

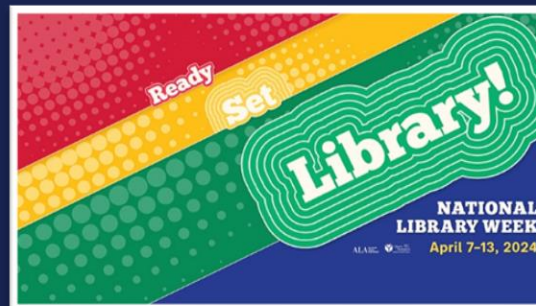


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**Texas Department of State
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Grant Writing Essentials

April 9, 2024

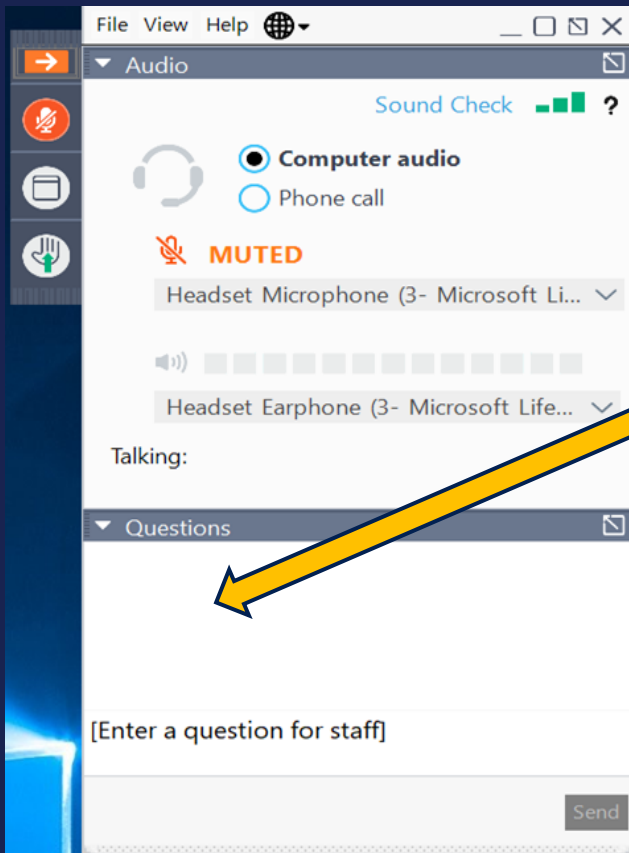



GoToWebinar Attendee Participation



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- Open and hide your control panel using the orange arrow. 
- Submit questions and comments via the Questions box.
- If you are having technical difficulties, call GoToWebinar at 1-800-263-6317.
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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

Services



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Grant Development Center

Grant Applications and Funding

Grant Development Center

Data Resources

Funding Opportunity Databases

GDC Email Updates

Grantsmanship and Nonprofit Management Resources

Funding Resources

Grant Writing 101

Grantsmanship Glossary

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



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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

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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ATMOS
energy.

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*:

Organization Website Link:

Contact Name*:

Contact Phone Number*:

Contact Email Address*:

Physical Address*:

City*:

State*:

Zip*:

Is Mailing Address different than Physical Address?* Yes No

Is this organization a 501-(c)3?* Yes No

What is the organization's primary mission?*
(Maximum characters: 650)
You have characters left

Are these funds being requested in support of an event/sponsorship?* Yes No (Donation Request Only)

Amount requested*:

Date funds needed by (30 days advance notice required)*:

Will there be any advertisement or promotions featuring Atmos Energy?* Yes No

Has Atmos Energy participated in the past? * Yes No

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



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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 all applications must be submitted through the online portal. Below this, there are sections for '2024 Current Grant Opportunities' with details for 'Community Funds', 'Community Foundation Animal Welfare Endowments', and 'Sybil Harrington Endowment for the Arts'. Each section includes a brief description and buttons for 'Apply Now', 'Information Sheet', and 'Sample Application'.

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

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

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

 Point from which distance is measured.

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



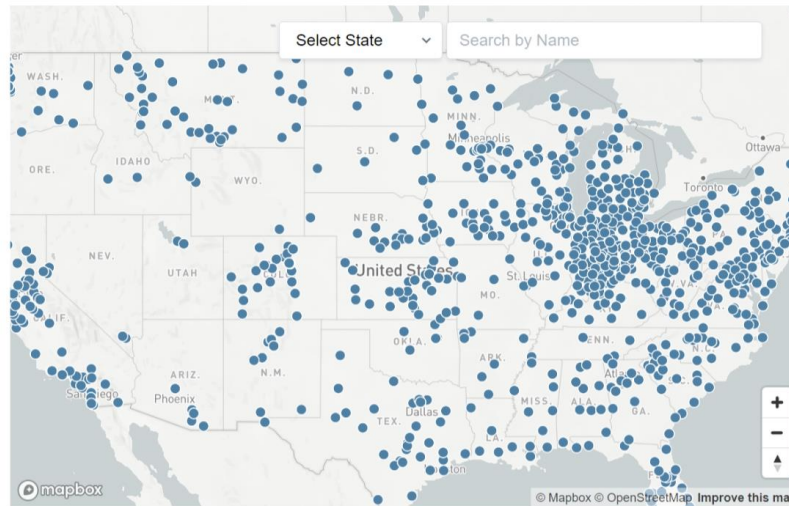
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Community Foundation Locator

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, a brief description states: 'Grantmakers.io makes the public IRS 990 dataset useful to any nonprofit with an Internet connection. If a foundation files taxes electronically, you'll find them here.' Two search buttons are visible: 'FIND A PROFILE' and 'SEARCH GRANTS'.

The 'Foundation Profiles' section is highlighted, with the subtitle 'Basic stats, full grant listings, and key personnel.' It features a 'Fast information at your fingertips' section with the following data:

Category	Value
Total Assets	\$14,000
Median Grant Size	\$14,000
Number of Grants	56

Below this, there is a 'GIVING TRENDS' section titled 'Understand giving priorities' and a 'Location Purpose' table:

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

At the bottom, there is a 'Profiles Search' section with the subtitle 'When you want information on a specific funder' and a 'FIND A PROFILE' button.



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Texas Rural Funders

texasruralfunders.org/grant/

- Grants hub
- Online newsletter

The screenshot displays the Texas Rural Funders website. 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 Texas landscape at sunset. The main heading is 'Latest Grants'. There are two buttons: 'DOWNLOAD GRANT WRITER LIST' and 'DOWNLOAD GRANT LIST'. Below these is a 'Search & Find Grants' section with a dropdown for 'Programmatic Area' (set to 'Any'), a search input field, and a 'Clear Search' button. The grants are listed in a grid of six cards, each with a title, 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 bar with "I WANT TO..." followed by "GOVERNMENT", "BUSINESS", "COMMUNITY", and "ABOUT US". A search icon is also present. On the left is a vertical sidebar menu with categories like "Government", "Departments", "Airport", "Animal Services", "City Clerk", "City Manager's Office", "Code Enforcement", "Communications", "Development Services", "Engineering Services", "Finance Department", "Fire Department", "GIS", "Historic Preservation", "Legal", "Liberty Hall", "Library", "Main Street", "Municipal Court", "Neighborhood Services", "Contact Neighborhood Services", "Community Development", "CDBG", "Home Improvement Partnership", "First Time Homebuyer's Program", "Rehab & Minor Repair", "Demolition Program", "NRB", "Housing Infill Program", "Neighborhood Empowerment Works", "Façade Grant Program", "Forms & Applications", "Reconstruction", "FSS/Homeownership", "Housing Choice Voucher", "Public Notice", "Annual Action Plan", "Parks & Rec", "Police Department", and "Purchasing". The main content area is titled "GOVERNMENT > Departments > Neighborhood Services > Community Development > Community Development Block Grant". Below the title are social media icons for Print, Feedback, Share & Bookmark, and Font size. A large graphic features the letters "CDBG" in a stylized font with silhouettes of people, and the text "COMMUNITY DEVELOPMENT BLOCK GRANT" and "On The Right Road". Below the graphic, the text reads: "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." The page is divided into three sections: "Eligible Clientele", "Eligible Activities", and "Eligible Activities".

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. -v

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

TEXAS Health and Human Services

Search the site Go

Services ▾ Providers ▾ Business ▾ Regulations ▾ About ▾ Newsroom Contact

Home > Search Business > Grants

Grants

Behavioral Health Services +

COVID-19 in Healthcare Relief Grants

Single-Source Continuum Contractor Unsolicited Proposal Grants

FFATA Reporting Requirements

Federal Uniform Grant Guidance

Grant Opportunities

Grants Awarded by HHS

Indirect Cost Rates

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 homepage. 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 main navigation menu with options like Home, Learn Grants, Search Grants, Applicants, Grantors, System-To-System, Forms, Connect, and Support. The main content area includes an "Informative status" section with a reminder about federal financial assistance award recipients and a "Warning status" section regarding the closure of the Grants.gov Contact Center on February 19. A central banner features a woman celebrating, with the text "Your Team. Your Workspace." and a button to "Apply for a Grant Using Workspace". Below the banner is another "Informative status" section with a reminder about personal financial assistance opportunities. At the bottom, there is a footer with various icons and links for 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)

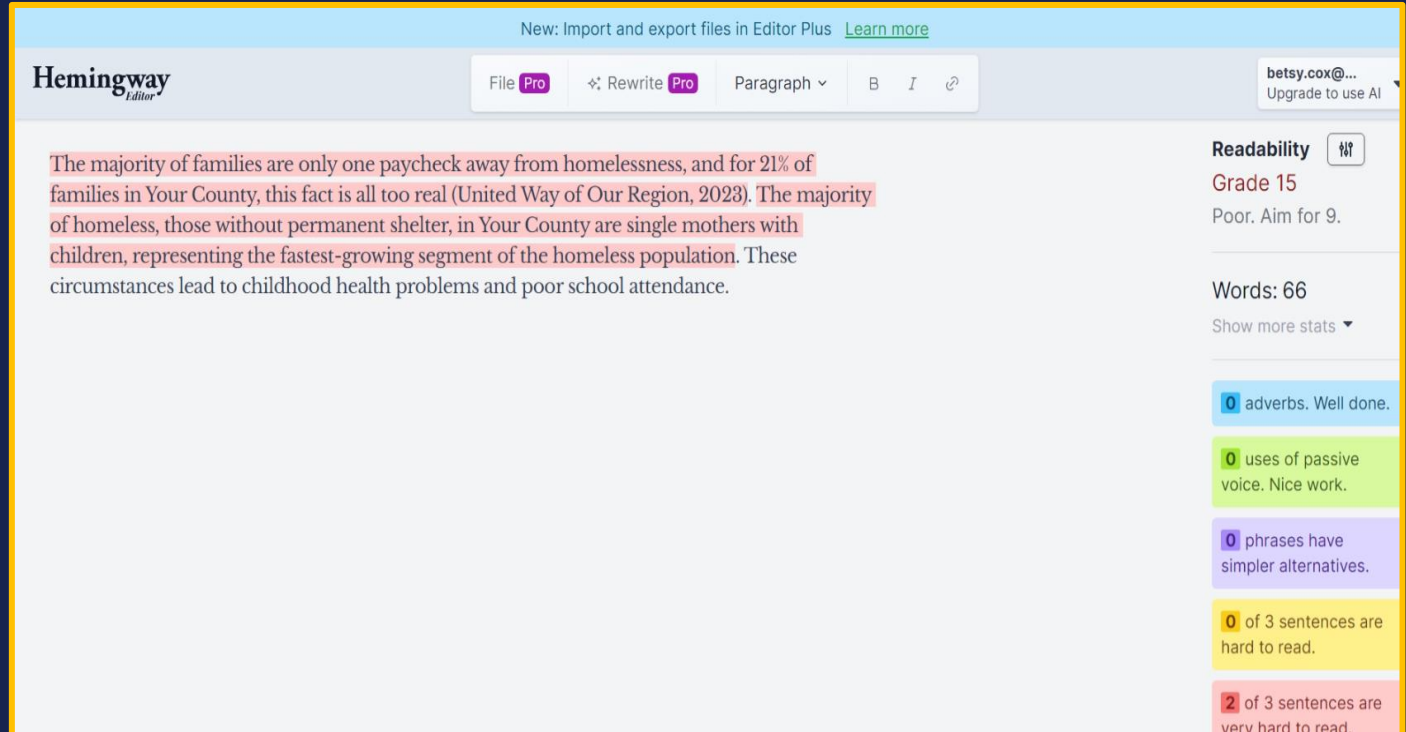


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Plain Language – “Before”



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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Hemingway Editor

File Pro Rewrite Pro Paragraph B I

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Upgrade to use AI

Write Edit

Readability ⓘ

Grade 9
Good.

Words: 52
Show more stats ▾

- 0 adverbs. Well done.
- 0 uses of passive voice. Nice work.
- 0 phrases have simpler alternatives.
- 0 of 4 sentences are hard to read.

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.

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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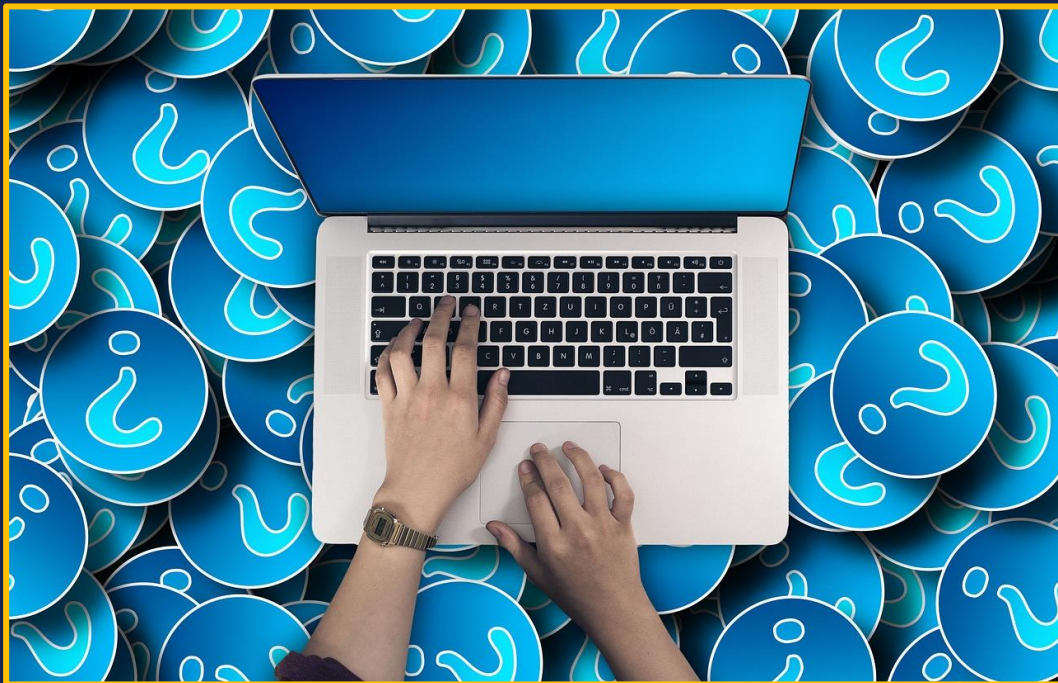
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Q&A



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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)