



An Introduction to Grant Writing

Provided by the Peace River Regional District & the Peace River Forage Association of BC
Presented by Clear Course Ltd.

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PRESENTED BY

Clear Course



Dawn Johnson

- Grant writing & project management services
- Worked on more than 350 funding streams
- >\$130 million in grant proposals written to date

What we'll cover

A grant
overview

How to prepare
a *budget*?

Grant writing
tips

Is your
project
grant-ready?

Common
grant proposal
questions

*Who has written a
grant proposal?*

What are capital costs?
Is my project eligible?
So many questions
Where do I start?
I feel unsure writing
Am I eligible?
Budget unknown
Unclear
Help!
Missing information
Overwhelmed
Is my project eligible?
Budget unknown
What is an EOI?
Where do I start?
I don't like writing
Project unclear
Missing information
Complex
Complex
Too technical
Where do I find grants?
Confusing
Project unclear
Unclear
I don't like writing
Unsure
Stress!
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Stress
Not enough time
What is an EOI?
I don't like writing
What is project sustainability?
What are capital costs?

A Grant Overview

- *A grant is an opportunity!*
- Mostly “competitive” grants
- Non-repayable vs. repayable
- Essential source of funding for non-profits, schools, businesses, etc.



Funding for All Types of Projects

- agricultural
 - arts and culture
 - business
 - childcare
 - clean energy
 - climate change
 - conservation
 - economic development
 - education
 - emergency management
 - employment
 - energy
 - entrepreneurs
 - environmental
 - farming
 - food security
 - green spaces
 - harm reduction
 - health and wellness
 - heritage
 - housing
 - Indigenous
 - infrastructure
 - land stewardship
 - language
 - marketing, branding & media
 - natural resources
 - product development
 - public safety
 - recreation & sport
 - research & development
 - seniors
 - social services
 - technology
 - tourism
 - training
 - transportation
 - youth
- ... and many more!

LOTS OF FUNDING OPPORTUNITIES!

In Canada:

- Hundreds of billions of dollars of grants awarded annually (public & private)
- \$176 billion paid in 2020 by govt. to NGOs (including 2020 COVID-19 funding)



CHECK BEFORE YOU APPLY

Eligibility

- Are you an eligible **applicant**?
- Is your **type of project** eligible?
- What **project costs** are eligible & ineligible?





CHECK BEFORE YOU APPLY

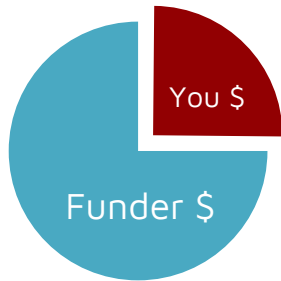
Timelines

- Grant intake timeline
- Project start/finish timeline
- Reporting deadlines

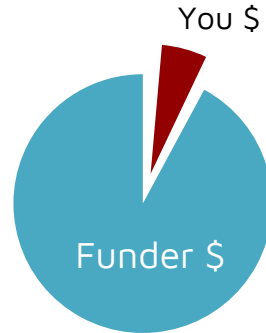
CHECK BEFORE YOU APPLY

Matched Funding

75% funded /
25% matched



90% funded /
10% matched



100%
funded!



A close-up photograph of a shovel's handle and blade stuck into the ground. The shovel is dark grey or black. The background is filled with various green weeds and grasses, some in sharp focus and others blurred. The overall scene suggests a project of digging or clearing land.

*Is your project
Grant-Ready?*

Reactive



Proactive

WHAT IS GRANT-READY?

An applicant
**has all the information needed to
complete a grant application**
and
**can start the project as soon as the
funds are awarded.**



GETTING GRANT-READY

Checklist

- ✓ Project description – *this is your hook!*
- ✓ Who benefits?
- ✓ Desired outcomes
- ✓ Partnerships
- ✓ Project activities and budget



Finding Grants



FINDING GRANTS...

- Local, provincial & federal grant databases
- Fee-based grant databases
- Sign-up for email lists and newsletters
- Google alerts
- Associations you belong to!

How were other similar projects funded?



Understanding the Funder

Funders can be:

Over-capacity

>

Eager to support you

Unfamiliar with your
project/program

>

*Deeply invested &
knowledgeable*

Limited in decision-making

>

Flexible / Accommodating

Do you understand your funder?

HOW TO PREPARE A BUDGET

Terminology

- Ineligible vs. Eligible Costs
- Labour vs. Salaries
- Capital vs. Other Expenses
- In-kind, Monetized Donations
- Contributions
- Contingency
- Project Mgt. vs. Project Admin.
- Stacking Limits
- Class Estimates



HOW TO

Prepare a Budget



1. Get estimate(s)
2. Include sufficient detail
3. Planning/Design, Labour, Materials/Supplies
4. Contingency!
5. Project Management & Administration

i *Often Not Eligible: Operating costs (incl. salaries), utilities, taxes, land purchases, equipment. You may need to show these.*

Sample Budget

Template included with handouts!

Project Budget SAMPLE			
Project Name:		BC Seed Security Society	
Prepared By:		District of West Seederly	
Date:		November 1, 2023	
ITEM	Amount	Vendor/Details	Quote or Detailed Breakdown Attached? (Yes or No)
ELIGIBLE EXPENSES			
Part time wages for one person for one year. 1040 hrs@\$30/hr = MERCS	\$ 31,200.00	N/A	N/A
Mandatory Employment Related Costs @12.25% of \$31,200	\$ 3,822.00	N/A	N/A
Seed Cleaning Equipment and Supplies	\$ 15,000.00	Farm Folk City Folk	Yes
Equipment and supplies. Humidity and climate control for seed storage room	\$ 5,000.00	Nitel & Co Contractors	Yes
Monthly events x 12. Honouraria for guest speakers 12 x \$200	\$ 2,400.00	N/A	N/A
Initial purchase of seed	\$ 3,000.00	West Coast Seeds	Yes
Materials, supplies and annual fee for seed saving garden plot	\$ 750.00	BC Seed Security Society	Yes
Seedy Saturday - Barn Rental	\$ 350.00	District of West Seederly	Yes
Seedy Saturday - coffee and tea	\$ 350.00	Town Circle	Yes
Seedy Saturday - keynote speaker	\$ 1,500.00	Food Justice for All	No
Signage	\$ 200.00	Inbiz Signs	Yes
Project Administration (4%)	\$ 2,543.00		n/a
Project Management (15%)	\$ 9,917.00		n/a
Eligible Expenses Subtotal	\$ 76,032.00		
20% Contingency	\$ 15,206.40		
TOTAL Eligible Expenses	\$ 91,238.40		
INELIGIBLE EXPENSES			
Insurance	\$ 1,700.00	Westland Insurance	
GST (materials and supplies)	\$ 1,427.50	N/A	
Total Ineligible Expenses	\$ 3,127.50		
TOTAL PROJECT COST	\$ 94,365.90		
CASH AND INKIND CONTRIBUTIONS			
District of West Seederly	\$ 10,000.00	Community Events Fund	
TOTAL FUNDING REQUEST	\$ 81,238.40		

PREPARING A BUDGET

Estimates

Insufficient Detail

Dawn's Seed Saving	ESTIMATE
1234 Main Street	
Rural Township	
BC	
X1M 9N0	
Seed cleaning equipment/misc. supplies	\$5000
Total	\$5000
Payable upon completion of work	

Sufficient Detail

Dandelion Insurgence	Estimate # 00456	
1234 Pissenlit Road		
Zipperlip Creek		
BC		
V0N 2F7		
Estimate For:	November 1 2023	
BC Seed Security Society		
5678 Motherwort Lane		
Stillwater		
BC		
V0N 2D5		
Item	Cost	
Thresher	\$	5,000.00
Blowers x 3, \$120 each	\$	360.00
Clipper	\$	5,360.00
Clipper screens x 12, \$115 each	\$	1,380.00
Generator	\$	500.00
Electrical Cord	\$	200.00
Compressor	\$	400.00
Freight	\$	1,800.00
Subtotal	\$	15,000.00
Contingency 10%	\$	1,500.00
GST	\$	825.00
TOTAL	\$	17,325.00
Estimate valid for 90 days		

A bouquet of various colored pencils, including red, blue, green, yellow, pink, and purple, arranged in a fan shape against a white background. The text "Grant Writing Tips" is overlaid in the center in a dark blue, italicized serif font.

Grant Writing Tips

Grant Writing Tips

- *Carefully* read application & guidelines
- Make sure you're registered to submit
- Contact the funder (confirm eligibility)
- Partner!
- Prioritize (letters of support take time)
- Build proposal in Word or Google Docs
- Write clear & easy to follow prose / watch word counts!



Grant Writing Tips



More tips in handouts!

- Be enthusiastic!
- Clarify budget items
- Be truthful, build credibility
- Validate through research
- Proofread, use funder's checklist
- Submit before the deadline

WHAT TO DO ABOUT AN...

Unsuccessful Grant Proposal

- *Always an opportunity to learn!*
- Carefully review any feedback
- Request a debrief with the funder
- Review and improve proposal
- Resubmit proposal
- Repurpose content



You have funding! Now what?

- Get organized!
- Review your Contract Agreement
- Stay in touch with funder
- Know your reporting requirements
- Monitor & communicate project changes to funder
- *Track everything!* Hours, dates, contractors, activities, financials, reporting deadlines...



Activities Tracker

Project Start Date: 01-May-22
 Project Complete Date: 20-Oct-22

Project Task	Deliverable	Must be Completed by	Budgeted Amount	Partners, Contractors, Vendors	Status	Project Lead	Comments	May				June					
								Week				Week					
								1	2	3	4	1	2	3	4		
Phase 1: Planning																	
1.1 Issue Contractor Tender for roof replacement	RFP	May 1 2022	\$ -	n/a	Complete	Jan Smith, Finance											
1.2 Hire Contractor	Contract	May 15 2022	\$ -	Kerkoff Building	Complete	John Hilltop, Operations											
1.3 Planning & Design	Final Replacement Plan	May 18 2022	\$ 15,000.00	Kerkoff Building	Complete	Mary Hilltop, Operations											
1.4 Project Kick-off - meet with team: Ethol Safety, GC, Operations staff, Communications	Project Charter	May 21 2022	\$ -	Various	Complete	Mary Hilltop, Operations	Mary to circulate Charter and meeting minutes										
1.5 Hazardous Materials Assessment	Hazardous Materials Report	May 30 2022	\$ 20,000.00	Ethol Designers Ltd.	Started	Mary Hilltop, Operations											
Phase 2: Implementation																	
Deliverables																	
2.1 Removal of Hazardous Materials	Debris taken offsite	June 30 2022	\$ 35,000.00	Ethol Designers Ltd.	Not Started	Mary Hilltop, Operations											
2.2 Removal of remaning rotten roofing	Roof ready for repairs	July 15 2022	\$ 10,000.00	Kerkoff Building	Not Started	Mary Hilltop, Operations											
2.3 Roof repairs	Roof ready for new roofing	August 31 2022	\$ 100,000.00	Kerkoff Building	Not Started	Mary Hilltop, Operations											
2.4 Installation of new roof	Roof complete	October 15 2022	\$ 500,000.00	Kerkoff Building	Not Started	Mary Hilltop, Operations											
2.5 Progress Reporting	Progress Report		\$ -	n/a	Not Started	Jan Smith, Finance	Use the full template										
Phase 3: Project Close and Follow-Up																	
Deliverables																	
3.1 Document lessons learned	Lessons Learned Report	TBC	\$ -	n/a	Not Started	Mary Hilltop, Operations											
3.2 Final Reporting	Final Report	TBC	\$ -	n/a	Not Started	Jan Smith, Finance	Use the full template										
3.3 Announce Project Completion	Press Release	TBC	\$ -	n/a	Not Started	PR Department											



BEST PRACTICES TO GENERATE A ...

Successful Grant Application

- Plan. Be grant-ready!
- Remember your audience.
- Engage your funder throughout the grant lifecycle – don't be afraid to reach out!
- Demonstrate your project's value & readiness.
- Prepare a reader-friendly proposal.
- Be enthusiastic!



SUCCESS

NORTHERN DEVELOPMENT INITIATIVE TRUST (NDIT) – BC HYDRO

Peace Agri. Compensation Fund

- Deadline: January 19, 2024 (2nd intake opens July 15)
- 3 Streams
- Funding Available: Up to \$100,000 (matched funding req.)
- Eligible Applicants: PRRD-based corp., coops, individuals, non-profits, associations, agencies, boards, councils & academia

www.bcpeaceagfund.ca

Q & A

Thank you!



*Peace River Forage Association
of British Columbia*