



Welcome to this GrantStation & Network for Good 911 Call

Building a Dynamic Grantseeking Calendar for 2010

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Building a 2010 Grants Calendar

1. Adopt a Process
2. Design and adopt a Grant Decision Matrix
3. Develop Project Descriptions
4. Simplify Grants Research
5. Create a Strategy: Sort, Analyze and Categorize
6. Establish your 2010 Calendar

RFP Decision Matrix

Components of the matrix include

- **Criteria** – develop a set of decision criteria
 - Timing
 - Credibility
 - Relationship
 - Pre-proposal work
- **Weights** – assign a weight to each criteria
 - Negative
 - Neutral (“0” weight)
 - Positive
- **Scores** – rate each opportunity on a ratio scale

RFP Decision Matrix: An Example

	Negative	Neutral	Unknown	Positive
Weights	1	0	0	1
Timing				
Competition for proposal	1			
Adequate time to respond				1
Credibility				
Address identified need				1
Expertise on staff/board				1
Builds on mission				1
Relationship				
Matching funds in place	1			
Likelihood of award			0	
Credibility with grant maker			0	
Pre-Proposal Work				
Documentation of need				1
Timeline for project determined		0		
Partners identified		0		
TOTALS	3	0	0	6

Project Description

Project description worksheet

Project: Carver County Watchable Wildlife Area

- Lead staff person: Mary Jane Hoffman, E E Coordinator
- Project description
We have 310 acres that is adjacent to the Carver County Park which was donated to our organization in 2008. This acreage is rich in wildlife including several bald eagle nests and a hot springs that attracts numerous animals ...
- The need The tri-county area (total population is 87, 699 covering 7,210 acres) only offers one other set of public trails (total of 2.5 miles) that are universally accessible, yet our demographics clearly indicate ...
- Relationship to past projects This is the second Watchable Wildlife area we've established in the tri-county region. The first area ...

Project Description, continued

Budget summary The total estimated budget for this project is \$200,000.00 (includes planning, development and three years of trail and trail head facilities maintenance).

Planning	\$5,000.00
Parking area	\$40,000.00
Trail-head facilities	\$60,000.00
Interactive kiosk	\$40,000.00
Signage	\$ 9,000.00
Educational materials	\$11,000.00
3-year maintenance contract	\$35,000.00
Total Budget	\$200,000.00

Project Description, continued

Identify key words

- 1. What is the geographic focus of this project (if any)?**
Carver County, Arkansas
- 2. What areas of interest are we covering with this project?**
Environmental education
Trails
Physical fitness
- 3. What type of support do we need for this project?**
Project planning
Infrastructure (ingress, egress, parking)
Facilities (trail head facilities)/Buildings
Technical (purchase & programming for kiosk)
Project support
Outdoor safety
Maintenance

Simplify Grants Research

Step 1.

Look for any federal or state funds – followed by private grant makers

Step 2.

Drill down – eliminating funding sources that are less than a perfect match

Step 3.

Review background materials and eliminate those that don't fit the proposed project

Step 4.

Create a brief description – compile a set of questions

Step 5.

Call or email the prospective grantmaker

Step 6.

Complete a final review – and develop your grants strategy

Grants Strategy: An Example

Identify key funders & build a strategy

Grantmaker

Amount to request

Deadline

Open Deadlines

• NPS – Rivers, Trails & Conservation Assistance Program	Tech Asst	Open
• First National Bank of Arkansas	\$ 4,500.00	Quarterly
• Arkansas Power and Light	\$ 4,500.00	Quarterly

Deadlines in 2010

• The Arkansas Trail Society	\$ 9,000.00	Feb 8
• National Recreational Trails Program	\$50,000.00	May
• USDA – Public Facilities	\$50,000.00	May 3
• Alfred Logan Family Foundation	\$25,000.00	May 7
• Arkansas Wildlife & Recreation Program	\$20,000.00	June 15
• Benjamin Family Trust	\$18,000.00	June 17
• The Conservation Fund	\$45,000.00	June 21
• The Founders Trust	\$85,000.00	Sept 18

Project Specific Grants Calendar

GrantMaker	Start Date	Draft Date	Submission Date
National Park Service	9-Nov-10	18-Dec-10	Jan-10
1st National Bank of ARK	9-Nov-10	15-Dec-10	Jan-10
ARK Power & Light	22-Dec-10	7-Jan-10	1-Feb-10
ARK Trail Society	28-Dec-10	11-Jan-10	1-Feb-10
National Rec Trails Prgm	5-Feb-10	15-Mar-10	15-Apr-10

2010 – 2011 Grant Seeking Calendar

Combine all of the project calendars
into one working calendar

Include the details!

Post the calendar in a visible place

Keep the RFP Decision Matrix handy

Read the *Tracks to Success* series on [GrantStation's](#) home page for complete “how to” instructions. This series will be posted through January in the public area.

