

Grant Writing Resource Guide



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

8/30/2022

Overview

The Grant Writing Resource Guide provides resources to build technical skills and capacity to develop competitive recovery grants. Grant writing is a pivotal part of grantsmanship, the practice of obtaining grants. Though targeted toward local governments, other parties interested in grantsmanship may find useful information within this guide.

Please note, that this guide is not intended to be read in any order. However, individuals lacking experience in grantsmanship may benefit from examining the section “On Grantsmanship” as an orientation.

This document is organized according to the following sections:

1. [On Grantsmanship](#) – This section covers the basics of the grant application process. It includes tips on community assessment, search, submission, and more.
2. [Funding](#) – This section provides three programs that can fund grant writers.
3. [Technical Assistance: Training, Searches, and Further Information](#) – This section provides resources and tools to help organizations in their grantsmanship process. Designed to be searchable, inquiring parties can find free training, grant writing professionals, consultants, free grant searches, *potential* free grant writing, podcasts, and many additional resources.
4. [Grant Training Calendar](#) – This section provides upcoming events & classes including events online, in-person, free, and at a cost. Topics include grantsmanship tips and webinars on specific grants.

For questions, comments, or to contribute additional resources, please contact the California Governor's Office of Emergency Services (Cal OES), [Recovery Support Function \(RSF\) Unit](#)¹.

¹ LongTermRecovery@caloes.ca.gov

Contents

Overview	1
On Grantsmanship	5
Intro	5
Grantmakers	5
Needs Assessment	5
Creating Accurate Assessments.....	6
Quotes, Pictures, and Testimonials	8
Grant Search.....	8
Guiding Questions	9
Search Tips	10
Communication & Relationships.....	12
Foundations	12
State/Federal.....	12
NGOs & Local Partners	12
Institutions of Higher Learning.....	13
Within your organization	14
Application Process.....	14
Letter of Inquiry (LOI)	14
Preparation	14
Program Elements	16
Appeal to Funders.....	20
Submission	20
Writing Tips.....	21
Other Tips.....	22
Technical Assistance: Training, Searches, and Further Information	23
State.....	24
Sierra Nevada Conservancy's (SNC) Funding and Partnership Services	24
California Grants Portal.....	25
Office of Planning and Research: Federal Grant Resources.....	26

Federal.....	26
Grants.gov: Grants Learning Center	26
USDA Rural Information Center: A Guide to Funding Resources.....	27
Department of Housing and Urban Development Technical Assistance	27
National Institute of Food and Agriculture (NIFA)'s Grant Writing Basics	28
FEMA'S Roadmap to Disaster Recovery Resources.....	28
Non-Governmental Agencies	29
The Grantsmanship Center	29
GrantStation.....	29
Candid	30
Alliance of Regional Collaboratives for Climate Adaptation (ARCCA) CA Climate Resilience Grant Program Tracker Guide.....	31
NonprofitReady	32
ELEVATE	32
Motorola Solutions' Grant Writing Assistance: Technology Projects	33
Educational Partnership for Innovations in Community Network (EPIC-N).....	33
Eventbrite: Free Online Grant Writing Classes	34
Addiction Policy Forum's Grant Writing 101.....	34
Federalgrants.com.....	35
Funding	36
State & Federal Grants.....	36
Dislocated Workers Grant.....	36
Philanthropic Grants.....	37
Ford Family Foundation: Technical Assistance for Rural Communities	37
Humboldt Area Foundation's Rooney Resource Center: Technical Assistance Program (TAP).....	38
Grant Training Calendar: Upcoming Events & Classes	39
October	39
November	40
December	44
January.....	45

February..... 46
April 46
September..... 46

DRAFT

On Grantsmanship

Intro

A grant provides valuable funding but is just *one* of many funding strategies. A grant is not a gift; it often contains strict requirements and extensive reporting. Fundraising events, service fees, sponsorship, awards, and gifts are other ways to diversify your funding, depending on your organization type. Typically, government organizations cannot fundraise; partnering with a non-profit may be relevant.

Bearing this in mind, this section aims to provide an overview of the grantsmanship process. This includes a needs assessment, communication & relationships, searching for grants, and the application process.

Grantmakers

There are different types of Grantmakers. Local, state, and federal governments typically have an involved application process. This commonly includes a narrative, a budget, and an organizational background. They are usually competitive.

Other Grantmakers include foundations and corporations. Foundations make grants to organizations, institutions, or individuals for charitable purposes (though some only engage in their own direct charitable activities). Corporations also make grants, though often they only distribute them through their own foundation.

Needs Assessment

It is important to illustrate your community's needs and strengths. Funders must understand what problems their funding might help solve; information about your strengths can help them see what potentials they can support. Analyzing existing data is a solid starting point. Additionally, community engagement is essential for an accurate diagnosis, appropriate solutions, and community buy-in.

Methods of an engaged community assessment can include:

- Surveys
- Public forums
- Listening sessions
- Focus groups
- Interviews
- Targeting vulnerable groups

If after (or before) an assessment, a community does not support your strategies, impact, or outcomes, it is a possible indicator of misdiagnosed needs, incorrect solutions, insufficient trust, or assessment errors. Not only does an accurate diagnosis help your community, but funders often look for organizations that conduct meaningful community engagement.

If time or capacity is limited, conduct surveys at well-attended community events or a listening session. Providing services to mitigate challenges to engagement (childcare, transportation vouchers, gas cards, etc.) and incentives (food, beverages, and giveaways) honors the communities time while targeting food insecurity and assisting those who struggle financially. Additionally, it may engender community trust and draw higher numbers from vulnerable groups. Without intentional tactics, only select community members provide feedback (often those with financial resources and free time). While valuable, this does not capture the needs of the whole community.

Additionally, consider interviewing directors and staff to create a running list of needs and update it regularly.

[Creating Accurate Assessments](#)

Accurate needs assessments locate and prioritize needs, gaps, and hidden issues. Though an organization may know their communities' problems, it may misdiagnose the cause (or propose a well-meaning, but misguided, solution). For example, if students are underperforming, one may assume they lack motivation and provide incentives. However, if the actual cause is food insecurity, field trips for high achievers will do little.

Further, strong community assessments consciously seek out often overlooked and vulnerable populations (low-income, unhoused, undocumented, etc.) They are often the least likely to engage with local governments. For more details on this process, please consult the Equitable Data Collection toolkit below.

- [Equitable Data Collection: a toolkit for designing and distributing surveys](#)²
- [University of Kansas's Community Toolbox: Assessing Community Needs and Resources Data](#)³

Graphs, tables, and statistics gathered from community engagement should be the foundation of the hard data provided. Additionally, identifying larger community trends may further strengthen your argument. These trends are not limited to your location. You can also address the trends of significant populations within your community (low-income, racially marginalized, rural, etc.).

The [2019 Community Resiliency Estimates for Equity and Disasters](#)⁴ evaluates community resilience, particularly disaster resilience.

To assess further trends within your community, consult the resources below.

- *General*
 - [PolicyMap](#)⁵ offers online GIS mapping with data on demographics, real estate, health, jobs, and more in communities across the US
- *Regional economy*
 - [Regional Innovation Accelerator Network \(RIAN\)](#)⁶
- *Workforce considerations*
 - [Bureau of Labor Statistics](#)⁷
 - [BLS Occupation Outlook Handbook](#)⁸
 - [Projections Central State Employment Projections](#)⁹

² <https://www.longbeach.gov/globalassets/smart-city/media-library/documents/long-beach-equitable-data-collection-toolkit>

³ <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main>

⁴ <https://experience.arcgis.com/experience/76f53fb6758b49dc87ef47687f9476cf>

⁵ <https://www.policymap.com/newmaps#/>

⁶ <http://www.regionalinnovation.org/index.cfm>

⁷ <http://bls.gov/>

⁸ <http://www.bls.gov/ooh>

⁹ <http://www.projectionscentral.com/>

- [America's Service Locator](#)¹⁰
 - Search for “Workforce Investment Boards” under the “Workforce Systems Contacts” link
- *Natural hazards*
 - [Resilient Regions: Integrating Economic Development Strategies, Sustainability Principles, and Hazard Mitigation Planning](#)¹¹
 - [National Climate Assessment](#)¹²
- *Health*
 - [Healthy Places Index](#)¹³ (free and paid) is a data and policy platform created to advance health equity

Quotes, Pictures, and Testimonials

Community needs assessments are an opportune time to gather quotes, pictures, or testimonials. Make your community, and its needs, come alive. In addition, pictures (if allowed) make for an easier, and more compelling read.

LIMITED CAPACITY

If an organization is unable to administer surveys - quotes and pictures can be collected from newspapers, blogs, and social media.

Grant Search

The questions below can guide and narrow the (sometimes intimidating) grant search. The tips may assist in locating funding with greater ease. There are many grants only available to non-profits. Also, consider establishing relationships with local foundations; they may invite you to apply or connect you to their partner networks, covered in the following “Communications & Relationships” section.

Local governments could consider a partnership with a non-profit. This may include an MOU or fiscal sponsorship. Consult this [candid.org](#)¹⁴ to learn more.

¹⁰ www.servicelocator.org

¹¹ <http://www.nado.org/wp-content/uploads/2011/07/NADOResilientReport.pdf>

¹² <http://nca2014.globalchange.gov/>

¹³ <https://www.healthylplacesindex.org/>

¹⁴ <https://learning.candid.org/resources/knowledge-base/fiscal-sponsorship/>

Guiding Questions

Does your organization qualify?

One of the most common reasons grants are rejected is location. Read the guidelines carefully. While some are region-specific, others require special goals, populations served, experience, or organization type (local government, tribal nations, 501(c)3, etc.). If unsure, call or email the grant maker. In a competitive market, apply deliberately and carefully.

Do you have the capacity? Does it fit your mission?

Though it may be tempting to apply for any sizable grant, consider mission alignment and organizational capacity. Many grants do not cover administrative costs (especially contractors) and require extensive reporting. The organization should, therefore, expect the current staff to provide additional services unless otherwise indicated. Make sure the grant aligns with the organizational mission. Shifting your objectives to apply to a large grant may dilute goals, strain staff, and misdirects limited resources.

MATCHING FUNDS

Some opportunities require a partial or full funding match. If your organization cannot meet required funding matches, do not apply. Additionally, do not include unguaranteed funds (i.e., grants you've just applied for). If funds are pending, be sure to note it. Another possible solution is establishing partnership networks, who may be able to offer funds/services or introduce you to their funding networks. For more information, consult the "Sustainability Strategy" in the "Application Process" section.

Is my proposal a good fit?

After reading the application closely, if you are still unsure, **contact the grant maker to see if your proposal is a good fit**. A phone call with a short project summary (or an email with a more detailed summary) can save weeks of work. A "yes" gives the applicant confidence and a relationship with the grant maker. While disappointing, a "no" can save time and significant resources.

Does their timeline match yours?

Does your organization have enough time to apply for this grant? Does the funding timeline match your projects? For example, funding that starts next year will not fund this summer's projects. Though it doesn't hurt to reach out to the grant maker, many do not shift their timelines.

Search Tips

Finding a grant can be a daunting process. Through online search engines, (listed in the Technical Assistance section), one can locate many potential funding sources. The below strategies may streamline and simplify this process.

Newsletters & Alerts

In the technical assistance sections, there are links to newsletters. Signing up will deliver potential grants directly to your inbox. Sign up for grants.gov notifications [here](#).¹⁵

Google alerts are another useful tool. (Learn more [here](#).¹⁶) When setting up google alerts, and searching the web, use both broad and narrow search terms. For example, search for "housing grants" and "California rural housing grants disaster recovery." Broader search terms will, of course, provide a larger number of results. More specific search criteria will provide a few grants with a smaller applicant pool. Apply the same methods when searching for foundations.

990 Forms

The 990 is a tax form required for tax-exempt organizations. A foundation's 990 lists organizations they've funded. Try the 990 finder at [candid.org](#).¹⁷ For example, if a foundation funds the same five Nevada arts organizations, a Californian local government may not fit the foundation's funding goals.

¹⁵ <https://www.grants.gov/manage-subscriptions.html/>

¹⁶ <https://www.softwareadvice.com/resources/how-to-set-up-google-alerts/>

¹⁷ <https://candid.org/research-and-verify-nonprofits/990-finder>

A non-profit's 990 list its funding sources. Looking up the 990s of non-profits that have similar goals may reveal relevant foundations. Learn more about 990s [here](#).¹⁸

Request for Proposal

A request for proposal is an invitation to submit a grant proposal or letter of intent. You can locate them [here](#).¹⁹

Broadening Funding Options

Sometimes funding options are an easy match. Such as mitigation or healthcare. But other areas, such as the arts or parks, may require more creativity. Studies (found by searching for “parks infrastructure” or “theater mental health studies” online) have shown arts and recreation can benefit physical and mental health. Use creative approaches like this to broaden your search.

To avoid confusing the grant maker, **include this reasoning in the narrative, citing credible sources, as soon as possible**. Client testimonials may also be applicable. Do not assume the reader knows the mental health benefits of dance, theater, recreation, sports, etc.

¹⁸ <https://fundingforgood.org/how-to-utilize-990s-in-grant-research-to-find-ideal-prospects/>

¹⁹ <https://learning.candid.org/resources/knowledge-base/rfps>

Communication & Relationships

Grantmaking goes beyond an application; is about creating networks, establishing, and maintaining relationships.

Foundations

Many foundations do not advertise their available funding funds; several do not even have websites. This means, that rather than filling out a grant application, your organization must reach out to further your cause. This may start with a phone call, email, or cup of coffee. The relationship requires maintenance. This can include event invitations, newsletters, tours (offices or impacted areas), thank-you cards, or scheduled phone calls.

Even if a foundation does advertise its funds, an established relationship may move you to the top of the pile.

State/Federal

While relationships with local, state, and federal grant makers are different from private foundations, communication is still key. If you anticipate changes or problems your program (proposed budget, reporting requirements, meeting deadlines, program deliverables, etc.) update your grant maker immediately.

NGOs & Local Partners

Relationships with NGOs and local partners are key to coordinating efforts, avoiding duplication, establishing creditability, and furthering goals. Funders often look for unique organizations. If your organization provides important, but common community services (i.e., one of four food banks) being a part of a community service network will strengthen your application and your community.

Further, when local governments want to apply for a grant only available to non-profits, possible workarounds include coordinating efforts with non-profits or using them as [fiscal sponsors](#).²⁰

Institutions of Higher Learning

Please note, different institutions provide different services with different costs. Further, not all services may be available due to capacity or other issues. Local universities have provided the below services to impacted communities.

- Student grants writers
- Low-cost or free services
- Grant preparation
 - Data collection, survey development, analysis, data visualization, etc.
- Grant writing training
- Grant consulting
- Other volunteer services

It can be a worthy effort to contact these institutions directly, whether through administration or relevant departments (internship programs, political science, tribal studies, community justice, etc.). If you need help coordinating these efforts, contact the organizations below that specialize in community-university partnerships.

- [University Center Program | U.S. Economic Development Administration](#)²¹
- [EPIC N](#)²²
- [Cal Volunteers College Corps](#)²³
- [Posse Foundation](#)²⁴
 - The Posse Foundation provided student intern grant writers during Camp Fire recovery efforts

²⁰ <https://learning.candid.org/resources/knowledge-base/fiscal-mentorship/>

²¹ <https://www.eda.gov/programs/university-centers/>

²² <https://commons.epicn.org/register/standard/?coupon=2020-Tria>

²³ <https://www.californiavolunteers.ca.gov/californiansforall-college-corps-for-community-partners/>

²⁴ <https://www.possefoundation.org/>

Within your organization

Grantsmanship without interagency coordination can result in grant writers promising unattainable outcomes, misdirecting funds, conflicting deadlines, or creating (unintentional) animosity. A clear process and/or communication strategy can prevent several missteps.

Though organization-wide communication may slow some applications down, it can result in stronger applications and mindful funding strategies. Slowing down to ensure clear results (and a healthy internal culture) can be the difference between effective results and irrelevant applications.

Application Process

Proposals vary vastly from grant to grant. The section below covers common factors. For another overview, consult [candid.org](https://help.candid.org/s/article/grant-proposals).²⁵

Letter of Inquiry (LOI)

Sometimes, foundations ask for a Letter of Intent (LOI). Like grant proposals, the requirements vary, but commonly, they are a 3–4-page summary of your grant application. This often includes an organizational summary, needs statement, and project goals/objectives. Often, this is the first step in the grant application process; other times it takes the place of a grant proposal. Learn more about LOI's [here](https://learning.candid.org/resources/knowledge-base/letters-of-inquiry/).²⁶

Preparation

Read your application closely. Make sure to address each question and meet formatting requirements (font, margins, page count, etc.) While a strong template is a useful tool, adapt it to each application.

After reading the application, create a checklist of every required item, taking note of what requires extra time to complete, and actions that require coordination from other partners or departments (MOU, letter of support, fiscal,

²⁵ <https://help.candid.org/s/article/grant-proposals>

²⁶ <https://learning.candid.org/resources/knowledge-base/letters-of-inquiry/>

etc.). Additionally, it's useful to have another person double-check your list. For an example, consult the [Department of Justice Application Checklist](https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-submission-checklist.pdf).²⁷

Grantsmanship requires time, assessment, revisions, and patience. Applying for a grant with an unrealistic deadline can result in a weak application unlikely to receive funding. However, organizations can shorten their application timeline by preparing a template, complete with organization summaries, staff bios, populations served, and needs statements.

Template

To account for tight deadlines and ensure quality applications, preparation is essential. A well-prepared template can make an impossible grant application manageable. A strong template includes the most common components of grant applications. This may include the elements below (which will be described further in the following section).

- Applicant summary/organizational background
 - Organizational qualifications
 - What makes your organization unique?
 - Mission statements
 - Organizational goals & objectives
- Demographics
 - Volunteers
 - Employees
 - Board members
 - Population served
- Needs assessment/statement
- Employee resumes/bios
- Organizational budget

If using a creative funding strategy (such as applying for arts funding under a mental health grant) make sure to outline your reasoning and cite peer-reviewed articles that argue your case.

²⁷ <https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-submission-checklist.pdf>

Program Elements

This is the heart of your grant application. Creating a project proposal should be a collaborative process that addresses community needs and has community buy-in. Common elements include:

- Deliverables
 - What is the ultimate goal of your project?
 - What lower-level outputs should help you reach the above goal?
 - What activities and strategies will you use to reach the outputs?
- Timeline for activities
- Resources
 - Identify what is needed for all activities
 - What financial, social, or geographic resources can you leverage?
 - What is your funding?
 - What is your community support?
 - What about your location can help this project?
- Budget
 - May be specific to your funding request OR a complete project budget
- Challenges
 - What challenges do you anticipate and how will you prevent and/or deal with them?
- Implementation Location
- Sustainability Strategy (if applicable)
 - How will this project continue after the funding period?
- Evaluation
 - How will you measure the progress and success of this project? What tangible outcomes can you measure, even if they are measuring intangible concepts? For example, if one of your goals is community wellbeing, what can you measure? Employment? Health?
 - This can be accomplished by comparing participants' survey results before and after the end of a project
- Executive Summary
 - A condensed summary of your document

Applicant Summary

Interview directors, lower-level staff, clients, and board members to refresh or create an organization summary. This should include what makes your organization unique. Previous grant applications will also be a useful starting point.

Statement of Need

A “Statement of Need” is a compelling summary of community needs backed by hard and soft data (collected from community engagement and official sources). This should convey the urgency of your need, but not look as though your organization is ill-equipped to handle it. Tie it clearly to your proposed project, activities, goals, etc.

Budget

In developing your budget, utilize any existing resources (fiscal department, volunteers). Budgets for similar projects, and in similar locations may also be a good resource (often available online, try searching for your program followed by budget, i.e. “rural youth arts program budget”). Additionally, explain any fiscal sponsorship or existing financial support.

If it's in the budget, it's in the narrative, and vice versa. For example, if you mention feeding children in afterschool activities, show that in your budget. If your budget accounts for art supplies explain it in your narrative.

If clothing shows up in your narrative but said clothing is donated or not a part of your funding request, consult your application guidelines. Some organizations want a detailed budget that shows all project expenses, donated or otherwise. Other applications may require a simpler budget; just mention in the narrative that the clothes are donated or purchased with an alternative funding source. This will illustrate community buy-in or funding diversification, respectively.

Explain unusual costs. For example, if you have a high transportation budget, explain that your population lives in a rural area with unreliable public transit. Like the rest of your application, it may be useful to have someone unfamiliar with your budget and/or organization examine it.

Sustainability Strategy

How will your project sustain itself after the grant period is over? Funders want to know their investment will be long-lasting. Often the answer is funding diversification (other grants, service fees, fundraisers, etc.). You may want to include this in the budget section, or as a separate section in the narrative, depending on the application.

Adding a grant writer or outreach/development professional to your budget can be a part of this. However, as noted before, administrative costs are often limited; many grants do not allow for contractors. If unsure, reach out to the funder directly.

The links below may help create a funding strategy.

- [Program Sustainability Assessment Tool²⁸](https://sustaintool.org/psat/)
- [Rural Health Information Hub's Modules 5: Planning for Funding and Sustainability²⁹](https://www.ruralhealthinfo.org/toolkits/rural-toolkit/5/sustainability-planning)
- [Preventing Chronic Disease | Using the Program Sustainability Assessment Tool to Assess and Plan for Sustainability - CDC³⁰](https://www.cdc.gov/pcd/issues/2014/13_0185.htm)

PARTNERSHIP NETWORKS

Often, grant makers require a partial or full funding match. A partnership network (non-profit groups, state agencies, federal agencies, etc.) can help meet these funding requirements, improve long-term support, and or identify further funding sources.

Incorporating local businesses, organizations, and volunteer groups creates a whole community approach. This network provides a clearer representation of the community's vision. Further, identifying immediate needs, technical assistance requests, and gaps in funding can create a streamlined engagement process.

LAYERING FUNDING

Instead of concentrating funding and activities over one period, layer them; distributing them evenly over a longer time frame. This allows for different funding and activities to strengthen each other. This resource distribution can

²⁸ <https://sustaintool.org/psat/>

²⁹ <https://www.ruralhealthinfo.org/toolkits/rural-toolkit/5/sustainability-planning>

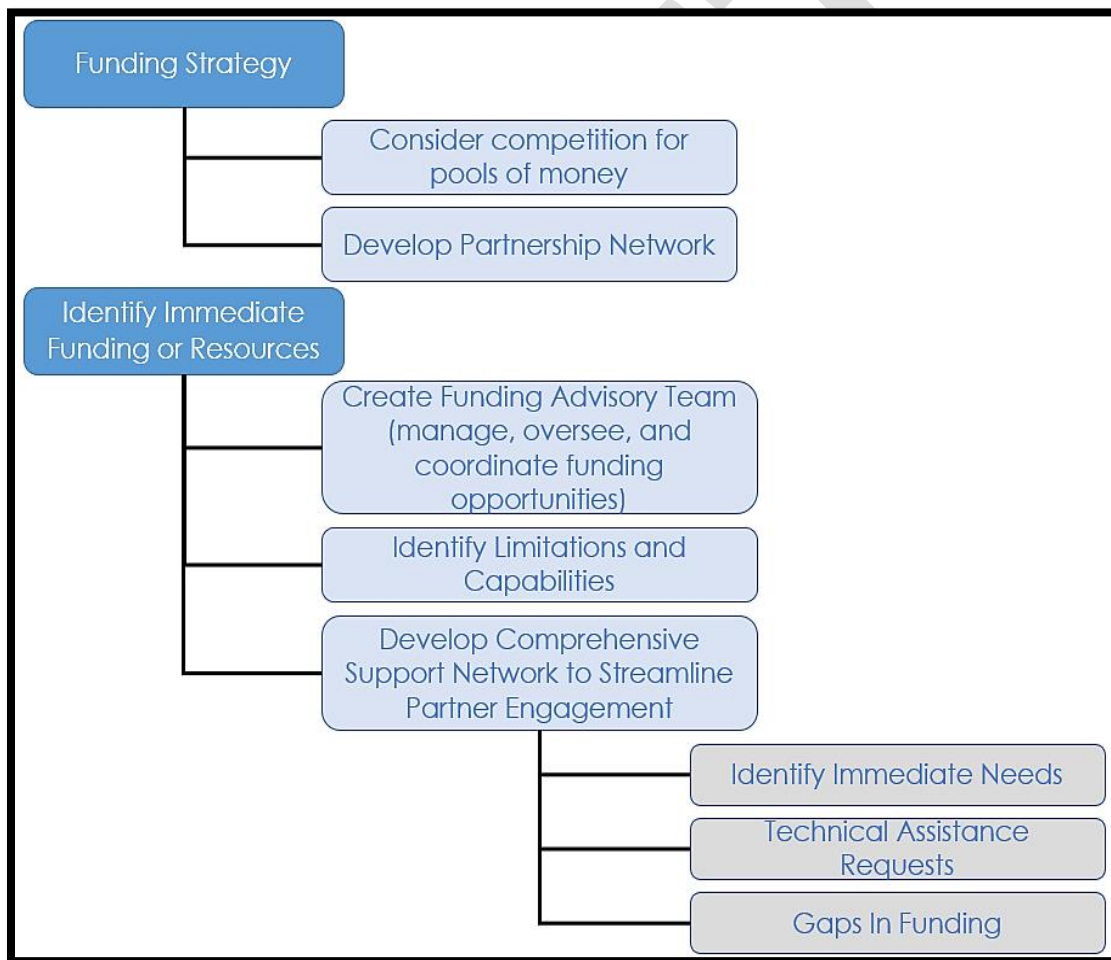
³⁰ https://www.cdc.gov/pcd/issues/2014/13_0185.htm

also protect against unexpected losses, such as losing revenue streams or community resources. Different types of funding also allows for flexibility. For example, if an organization cannot purchase food with federal money, foundation funds may fill that gap.

However, when funds are layered, often additional oversight is required.

FUNDING ADVISORY TEAM

With complex projects, especially those with layered funding, a funding advisory can help avoid financial hardship. This team can identify funding gaps and diversification needs. It can also effectively manage, oversee, and coordinate funders and opportunities.



Appeal to Funders

Value alignment

Draw deliberate lines between your funder's values and your organization's. Use buzzwords (equity, sustainability, resilience, etc.) from their mission statement and website. Don't ascribe to values you don't have, simply use the funder's language to describe your project and organization, when applicable.

Marketing Opportunities

Marketing opportunities can be an incentive to private foundations, including advertising at community events, providing a public thank-you, or using logos on flyers and T-shirts to grant makers. Do not offer these incentives to government funders.

Submission

Aim to submit your proposal one week early. In the last few hours, online submission portals may crash due to the number of applicants. Additionally, if an important document has been forgotten (such as a resume or letter of support) there is still time to locate it. Grant makers are highly unlikely to accept late submissions, even if the tardiness is due to technical issues.

Check your initial planning checklist against the documents you have attached. Make sure you've included the correct attachments. Check twice in the case of an email or mail submission.

Rejection

As previously stated, countless worthy causes are competing with your community's. If possible, contact the grant maker to locate the reason you were rejected. If no problems with the format of your proposal are reported, consider using it as a template for future ones.

Acceptance

If your proposal is accepted, then *congratulations!* Make sure to check with your grant maker about reporting needs. Like applications, grant reporting formats and frequency vary. For an example of federal grant reporting, consult [grants.gov](https://www.grants.gov).³¹ Failing to meet these reporting requirements can have serve consequences. In some cases, grant makers may withdrawal funding.

Further, if you anticipate or encounter any changes to your goals, budget, reporting requirements, or other aspects, contact your grant maker as quickly as possible.

Writing Tips

Use soft data (quotes, photos, testimonials, etc.) to convey the vitality and urgency of your community. Many communities have worthy causes and needs; make yours stand out. Read your application out loud and backward to check for clarity and typos. Additionally, have a reader, who is unfamiliar with your application, review it.

Readability

Grant applications should be as concise as possible to assist reviewers who are sometimes processing hundreds of applications. To make your document easy to read, utilize:

- Brevity
- Headings
- Bullet points
- Bolded sentences
- Quotes
- Pictures
- Call out boxes

Don't overutilize any of the above techniques. An occasional **bolded** word will help guide your reviewer's eye. However, too many bolded words may lose their effect. Be deliberate.

³¹ <https://www.grants.gov/learn-grants/grant-reporting.html>

JARGON & ACRONYMS

Even when applying to organizations familiar with your area of expertise, minimize acronyms and jargon. Some grant makers use less knowledgeable staff or hire contractors to review applications. Do not use exclusively acronyms to shorten sentences. Minimizing run-on sentences and unnecessary text, when proofreading, will be a better way to keep documents concise.

Shorting long phrases can help an unfamiliar reader follow the subject material. For example, instead of The Northeastern Coalition of Water Conservancy, try the “Water Coalition” or “Water Conservancy.”

A reviewer unfamiliar with your field, such as a new employee or a less specialized staff member, can be an asset. They can provide a fresh set of eyes.

Other Tips

The links below are from government entities and the Harvard Catalyst program. While each has valuable information, keep in mind there is some information that only relates to a specific kind of application or applicant.

- [Grant Writing 101 | U.S. Department of Education](#)³²
- [Grant Writing Tips | National Institute of Mental Health](#)³³
- [Grant Writing Tips | Harvard Catalyst](#)³⁴
- [20 Tips for Grant Writing Success | USDA](#)³⁵
- [Tips for Writing & Submitting Good Grant Proposals | U.S Department of Health and Human Services](#)³⁶
- [Application Attachments Quick User Reference Guide | U.S Department of Justice](#)³⁷

³² <https://www2.ed.gov/about/offices/list/osdfs/grantwrite101.pdf>

³³ <https://www.nimh.nih.gov/funding/grant-writing-and-application-process/grant-writing-tips>

³⁴ <https://writingcenter.catalyst.harvard.edu/grant-writing-tips>

³⁵ https://nifa.usda.gov/sites/default/files/2022-03/20TipsforGrantWritingSuccess_FactSheet.pdf

³⁶ <https://www.hrsa.gov/sites/default/files/grants/apply/writestrong/grantwritingtips.pdf>

³⁷ https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-attachments-guide.pdf?utm_campaign=fundingtips&utm_medium=email&utm_source=govdelivery

Technical Assistance: Training, Searches, and Further Information

The Center for Non-profit Resources broadly defines Technical Assistance as “support that helps organizations acquire any specialized service or skill which it may need to operate more effectively or strengthen sustainability.³⁸”

Navigate this section of the Grant Writing Resource guide by searching for words (also known as search terms) in this document. You can search by pressing the Ctrl + F keyboard on a PC or Command + F on a Mac. Broad search terms are **bolded**. More specific search terms are in *italics*. For more information on how to search a word document, click [here](#).³⁹

Training

Free training, (potential) free training, paid training, paid customized training

Training includes classroom training, online training, webinars, events, certifications, and classes. Click the appropriate link for further details.

Search

Free grant search, paid grant search, free funder search, paid funder search, free 990 searches, free grant writer search

A grant search looks for grants specifically. A funder search, on the other hand, locates funders regardless of advertising their grants. Paid searches can be valuable resources, however, subscribing to their free newsletter (if available) can provide funding opportunities.

Grant Writers

Paid grant writers, (potential) free grant writers

Grant writers are available to write your grant application. Please note, that for a strong application organizational involvement is still key. This includes bios, needs assessment, funder meetings, and more.

³⁸ <https://c4npr.org/getting-help/what-is-technical-assistance>

³⁹ <https://www.howtogeek.com/658048/how-to-search-for-text-in-word/>

“(Potential) free grant writing” refers to volunteer and university resources that have connected local governments and NGOs to volunteer grant writers in the past. Please reach out to confirm capacity.

Resources

Podcasts, Newsletters, Online Library

Many of these resources have additional pages of resource lists. In addition, some offer podcasts, newsletters, and an online library if further information is needed.

Consulting

Paid consulting, free consulting, (potential) free consulting

Broadly, this term means one-on-one consultation is available, but not grant writing services. This can include reviewing application drafts, preparation, research, assisting in funder searches, locating partnership opportunities, and other targeted assistance.

State

Sierra Nevada Conservancy’s (SNC) Funding and Partnership Services

Cost	Free
Offerings	Free consulting (Potential) free training
Description	<p>The Sierra Nevada Conservancy (SNC) has dedicated area representatives for each county in the Sierra Nevada Region. Contact your county’s representative to discuss grants, funding, and partnership opportunities. There are potential grant writing workshops.</p> <p>The SNC serves Modoc, Siskiyou, Trinity, Shasta, Lassen, Butte, Plumas, Sierra, Tehama, El Dorado, Nevada, Placer, Yuba, Amador, Calaveras, Mariposa, Tuolumne, Fresno, Kern, Madera, Tulare, Alpine, Inyo, and Mono counties.</p>

	The SNC is a California state agency established through bipartisan legislation to initiate, encourage, and support efforts that improve the environmental, economic, and social well-being of the Sierra Nevada region.
Website	sierranevada.ca.gov ⁴⁰
Contact Information	Contact Us ⁴¹

California Grants Portal	
Cost	Free
Offerings	Free grant search ⁴² Newsletter ⁴³ Resources: Grant search tools and writing resources ⁴⁴ Glossary ⁴⁵ Statistics dashboard ⁴⁶
Description	<p>Grants.ca.gov is managed and hosted by the California State Library.</p> <p>State grantmaking agencies input and update their information into prescribed data fields to make all-state grant opportunities searchable on grants.ca.gov. They also provide summaries of each of their grant or loan opportunities, including, among other items, information about how to apply and links that grant seekers can follow for more details.</p>
Website	grants.ca.gov ⁴⁷
Contact Information	Contact us ⁴⁸

⁴⁰ <https://sierranevada.ca.gov/>

⁴¹ <https://sierranevada.ca.gov/about-us/contact-us/#fundingContact>

⁴² <https://www.grants.ca.gov/?s>

⁴³ <https://www.grants.ca.gov/subscribe-to-updates/>

⁴⁴ <https://www.grants.ca.gov/grant-search-tools-and-writing-resources/>

⁴⁵ <https://www.grants.ca.gov/glossary/>

⁴⁶ <https://www.grants.ca.gov/site-statistics-dashboard/>

⁴⁷ <https://www.grants.ca.gov/>

⁴⁸ <https://www.grants.ca.gov/contact-us/>

Office of Planning and Research: Federal Grant Resources

Cost	Free
Offerings	Resources ⁴⁹ Newsletter ⁵⁰ Free training
Description	OPR provides technical assistance to organizations (state, local governments, institutions of higher learning, and non-profit organizations) on how to find, apply, and manage federal grants.
Website	Opr.ca.gov Federal Grant Resources ⁵¹
Contact Information	Amy Miller ⁵²

Federal

Grants.gov: Grants Learning Center

Cost	Free
Offerings	Free Training ⁵³ Newsletter Registration ⁵⁴ Search ⁵⁵
Description	The Grants Learning Center is an introduction to the federal grants' world. It includes classes, grants 101, common questions, tips, grant reporting, and more.
Website	Grants.gov Learn Grants ⁵⁶
Contact Information	Contact Us ⁵⁷

⁴⁹ <https://www.opr.ca.gov/sch/federal-grants/resources.html>

⁵⁰ <https://lp.constantcontactpages.com/su/4wi9l7p>

⁵¹ <https://www.opr.ca.gov/sch/federal-grants/resources.html>

⁵² amy.miller@opr.ca.gov

⁵³ <https://grantsgovprod.wordpress.com/events/>

⁵⁴ <https://apply07.grants.gov/apply/register.faces>

⁵⁵ <https://www.grants.gov/web/grants/search-grants.html>

⁵⁶ <https://www.grants.gov/web/grants/learn-grants.html>

⁵⁷ <https://www.grants.gov/web/grants/support/program-management-office.html>

USDA Rural Information Center: A Guide to Funding Resources

Cost	Free
Offerings	Free training Resources Newsletter ⁵⁸
Description	The USDA Rural Information Center provides a detailed breakdown of funding resources. After clicking on the hyperlink, scroll down the page for even more information and resources.
Website	Usda.gov Guide to Funding Resources ⁵⁹

Department of Housing and Urban Development Technical Assistance

Cost	Free
Offerings	Free training ⁶⁰ Free consulting (virtual help desk) ⁶¹ Free one-on-one consulting (HUD recipients only) ⁶² Newsletter ⁶³ Resources
Description	<p>The Department of Housing and Urban Development's Technical Assistance provides information, tools, and support for <i>recipients</i> of HUD funding, such as state and local government grantees, public housing authorities, tribes, tribally designated housing entities, continuums of care, and nonprofits.</p> <p>HUD's technical assistance resources include:</p> <ul style="list-style-type: none"> • Guidebooks, FAQs⁶⁴ and other information • Online courses and webinars • Responses to the basic program, policy, and system questions via the "Ask A Question Virtual Help Desk⁶⁵"

⁵⁸ https://public.govdelivery.com/accounts/USDARD/subscriber/new?topic_id=USDARD_1272

⁵⁹ <https://www.nal.usda.gov/legacy/ric/guide-to-funding-resources>

⁶⁰ <https://www.hudexchange.info/training/>

⁶¹ <https://www.hudexchange.info/program-support/my-question/>

⁶² <https://www.hudexchange.info/hudexchange-portal/ta-request/>

⁶³ <https://www.hudexchange.info/maillinglist/>

⁶⁴ <https://www.hudexchange.info/faqs>

⁶⁵ <https://www.hudexchange.info/program-support/my-question/>

	<ul style="list-style-type: none"> In-depth, one-on-one program assistance⁶⁶ and capacity building to improve the design and delivery of programs and services funded by HUD
Website	Hudexchange.info Technical Assistance ⁶⁷
Contact Information	Contact us ⁶⁸

National Institute of Food and Agriculture (NIFA)'s Grant Writing Basics

Cost	Free
Offerings	Free grant writing training ⁶⁹ Resources ⁷⁰
Description	The National Institute of Food and Agriculture created a grant writing basics document to supplement the Grant Writing Essentials webinar . The webinar focuses on grant writing essentials, including tips and common mistakes.
Website	Nifa.usda.gov Grant Writing Basics Documents ⁷¹

FEMA'S Roadmap to Disaster Recovery Resources

Cost	Free
Offerings	Free grant search Resources
Description	The Roadmap to Federal Resources for Disaster Recovery is a resource, developed collaboratively by federal partners within the Recovery Support Function Leadership Group (RSFLG) for state, local, tribal, and territorial partners to navigate common challenges in the complex post-disaster funding landscape.
Website	Fema.gov Roadmap Resource Library ⁷²

⁶⁶ <https://www.hudexchange.info/hudexchange-portal/ta-request/>

⁶⁷ <https://www.hudexchange.info/program-support/technical-assistance/>

⁶⁸ <https://www.hudexchange.info/contact-us/>

⁶⁹ https://www.youtube.com/watch?v=_i8qV2KpOPU

⁷⁰ <https://www.nifa.usda.gov/sites/default/files/resource/Grant%20Writing%20Basics%20Webinar%20Documents.pdf>

⁷¹ <https://www.nifa.usda.gov/grant-writing-basics-webinar-documents>

⁷² <https://www.fema.gov/emergency-managers/practitioners/roadmap-resource-library>

Non-Governmental Agencies

The Grantsmanship Center	
Cost	Free (resources) & Moderate to High (training)
Offerings	Paid training ⁷³ Resources ⁷⁴ Additional resources ⁷⁵ Podcasts ⁷⁶ Paid training (limited scholarships available) ⁷⁷ Paid customized training ⁷⁸ Paid consulting
Description	<p>The Grantsmanship Center offers classes, certifications, and publications to help organizations plan programs, write grant proposals, and create earned income opportunities.</p> <p>They offer many free informational resources⁷⁹ such as specific information for California,⁸⁰ including top state funders and more.</p>
Website	Tgci.com ⁸¹
Contact Information	Contact us ⁸²

GrantStation	
Cost	Free & Low to Moderate
Offerings	Free training ⁸³ Newsletters ⁸⁴ Paid training

⁷³ <https://www.tgci.com/training/webinar>

⁷⁴ <https://www.tgci.com/resources>

⁷⁵ <https://www.tgci.com/funding-sources/california>

⁷⁶ <https://www.tgci.com/podcast>

⁷⁷ <https://www.tgci.com/training>

⁷⁸ <https://www.tgci.com/partnering/sponsoring-training-programs>

⁷⁹ <https://www.tgci.com/resources>

⁸⁰ <https://www.tgci.com/funding-sources/california>

⁸¹ <https://www.tgci.com/contact-us>

⁸² <https://www.tgci.com/contact-us>

⁸³ <https://grantstation.com/online-education-resources/free-recorded-webinars-2>

⁸⁴ <https://grantstation.com/public-resources/newsletters>

	Paid funder search Paid consulting
Description	Free services include webinars and a newsletter. For a paid subscription, GrantStation.com offers nonprofit organizations, educational institutions, and government agencies the opportunity to identify potential funding sources as well as resources to mentor these organizations through the grant-seeking process.
Website	Grantstation.com ⁸⁵
Contact Information	877-784-7268 info@grantstation.com

Candid	
Cost	Free or Low Cost
Offerings	Free training ⁸⁶ Paid training ⁸⁷ Free funder search ⁸⁸ (on-site only) Paid funder search ⁸⁹ (off-site) Online library ⁹⁰ Newsletter ⁹¹ Free 990 search ⁹²
Description	Focused on serving non-profits, Candid offers free and low-cost classes and information about grant writing (books on grant writing are available for check out in their online library). At Candid (and candid partners) locations, one can search their online funder database for free. Access to this database off-site, however, requires a subscription.

⁸⁵ <https://grantstation.com/>

⁸⁶ <https://learning.candid.org/topics/proposal-writing/>

⁸⁷ <https://caloes3650.sharepoint.com/sites/InteragencyRecoveryCoordination777/Shared Documents/General/2021 Wildfires/CPCB/Grant Writing Resource Guide/Paid training>

⁸⁸ <https://candid.org/find-us>

⁸⁹ <https://fconline.foundationcenter.org/>

⁹⁰ <https://candid.overdrive.com/>

⁹¹ <https://candid.org/stay-up-to-date/newsletters>

⁹² <https://candid.org/research-and-verify-nonprofits/990-finder>

	<p>This resource also provides a 990 database, where interested users can locate the 990s of private foundations, public charities, and other nonprofits.</p> <p>Two free classes of particular interest are:</p> <ul style="list-style-type: none"> • Introduction to Proposal Writing⁹³ • Introduction to Project Budgets⁹⁴
Website	Candid.org ⁹⁵
Contact Information	Contact us ⁹⁶

Alliance of Regional Collaboratives for Climate Adaptation (ARCCA) CA Climate Resilience Grant Program Tracker Guide	
Cost	Free
Offerings	Free grant search
Description	<p>This tracker has been developed to provide the best estimation of program development and grantmaking timelines for new climate resilience grant programs as a resource for California's climate resilience practitioners.</p> <p>While this tracker has been informed by direct engagement with program staff, please note that all content is subject to change and, unless otherwise stated, only reflects ARCCA staff estimates.</p>
Website	arccacalifornia.org/grant-tracker/ ⁹⁷
Contact Information	If you have updated information to share or suggestions or other new grant programs for ARCCA to track, please contact Julia Kim . ⁹⁸

⁹³ <https://learning.candid.org/training/introduction-to-proposal-writing/>

⁹⁴ <https://learning.candid.org/training/courses/introduction-to-project-budgets/>

⁹⁵ <https://candid.org/>

⁹⁶ <https://candid.org/contact-us>

⁹⁷ <https://arccacalifornia.org/grant-tracker/>

⁹⁸ jkim@civicwell.org

NonprofitReady	
Cost	Free
Offerings	Free training
Description	Nonprofit Ready supports nonprofit professionals and organizations by providing access to free online grant certification and other sector-specific learning.
Website	Nonprofitready.org Grant Writing Classes ⁹⁹
Contact Information	info@nonprofitready.org

ELEVATE	
Cost	Free & Moderate-High
Offerings	Free training ¹⁰⁰ Paid training Paid grant writers ¹⁰¹ Paid consulting: Writing capacity projects ¹⁰² Grants Accelerator Project ¹⁰³ Paid customized training ¹⁰⁴ Resources ¹⁰⁵
Description	<p>ELEVATE builds, revives, and boosts grant programs. Their Writing Capacity Projects focus exclusively on proposal drafting, editing, and submission.</p> <p>Services are priced on a monthly all-inclusive retainer model, with different pricing levels based on deliverables. There is also a one-time onboarding fee.</p>
Website	Elevatedeffect.com ¹⁰⁶

⁹⁹ <https://www.nonprofitready.org/grant-writing-classes>

¹⁰⁰ <https://elevatedeffect.lpages.co/free-webinars-all-2022/>

¹⁰¹ <https://elevatedeffect.com/service/grant-services/>

¹⁰² <https://elevatedeffect.com/service/writing-capacity-projects/>

¹⁰³ <https://elevatedeffect.com/service/grants-accelerator-project/>

¹⁰⁴ <https://elevatedeffect.wpengine.com/custom-workshops/>

¹⁰⁵ <https://elevatedeffect.com/resources/>

¹⁰⁶ <https://elevatedeffect.com/>

Contact Information	Contact Us ¹⁰⁷
---------------------	---

Motorola Solutions' Grant Writing Assistance: Technology Projects

Cost	Free
Offerings	Resources (newsletter), free consulting
Description	Motorola Solutions provides a newsletter and free consulting for technology projects . Scroll down to receive grant assistance by products or industry. After clicking on the appropriate industry or project, fill out the form to receive assistance.
Website	Motorola Solutions ¹⁰⁸
Contact Information	Contact Us Form - Motorola Solutions ¹⁰⁹

Educational Partnership for Innovations in Community Network (EPIC-N)

Cost	Free, low, moderate
Offerings	(Potential) free consulting (Potential) free grant writers Paid consulting Resources ¹¹⁰
Description	Educational Partnership for Innovations in Communities Network (EPIC-N) represents several US universities that work with local governments to support community-led projects and initiatives. Previously EPIC-N has connected local governments with student grant writers , updated comprehensive plans, community shelters, equity, analysis, and more. (Find an example of EPIC-N

¹⁰⁷ <https://elevatedeffect.com/hire-us/>

¹⁰⁸

https://namrinfo.motorolasolutions.com/grants?utm_medium=cpc&utm_source=bing&utm_campaign=na_q322_mul_dc_mul_ss_other_sem_bing_grants&utm_content=grants&msclkid=097c0ae7a2b01c45adc969c305fd5c78&utm_term=cybersecurity%20grants

¹⁰⁹ https://www.motorolasolutions.com/en_us/contact-us-form.html

¹¹⁰ <https://www.epicn.org/resources/>

	<p>coordinating with the Environmental Protection Agency here.¹¹¹⁾ <u>Fees vary based on service and university.</u></p> <p>After starting an EPIC-N Membership¹¹² staff will reach out to schedule a time to learn about your community's goals, provide resources, and connect you to nearby universities. Their current network reach can be found on this map¹¹³.</p>
Website	Epicn.org ¹¹⁴
Contact Information	608-709-8644 info@epicn.org

Eventbrite: Free Online Grant Writing Classes	
Cost	Free
Offerings	Free training
Description	<p>Locate upcoming free grant writing classes through Eventbrite's online platform.</p> <p>Please note, that classes shared here are not endorsements of an organization or its commercial products. These are provided as a service to the grant-seeking community.</p>
Website	Eventbrite.com - Grant Writing Classes ¹¹⁵

Addiction Policy Forum's Grant Writing 101	
Cost	Free
Offerings	Free training ¹¹⁶
Description	Addiction Policy Forum, a national nonprofit organization dedicated to eliminating addiction as a major health problem, hosts a 2017 webinar led by Valerie Tickle. Tickle is the criminal justice coordinator with the Delaware criminal justice counsel and

¹¹¹ <https://youtu.be/sqNGExOG7xc>

¹¹² <https://commons.epicn.org/register/standard/?coupon=2020-Trial>

¹¹³ <https://www.epicn.org/whos-in-the-network/>

¹¹⁴ <https://www.epicn.org/>

¹¹⁵ <https://www.eventbrite.com/d/online/free--events/grant-writing-classes/>

¹¹⁶ <https://www.youtube.com/watch?v=UyaP6kph8CE>

	<p>has years of successful grantmaking experience. Additionally she reviews grant applications and conducts regular training for potential grantees in Delaware.</p> <p>This webinar targets Comprehensive Addiction and Recovery Act (CARA) funds, but the advice is broad enough to be applied to other grant writing opportunities.</p>
Website	Youtube.com Grant Writing 101 ¹¹⁷

Federalgrants.com	
Cost	Free
Offerings	<p>Free grant search¹¹⁸</p> <p>Free grant writer search¹¹⁹</p> <p>Resources</p> <p>Grant writers¹²⁰</p> <p>Grant websites¹²¹</p>
Description	Federalgrants.com has extensive information about grants. In addition to a free search for both grants and grant writers, it provides a breakdown of how to hire grant writers.
Website	Federalgrants.com ¹²²

¹¹⁷ <https://www.youtube.com/watch?v=UyaP6kph8CE>

¹¹⁸ <https://www.federalgrants.com/search.php>

¹¹⁹ <https://www.federalgrants.com/grant-writers-near-me.html>

¹²⁰ <https://www.federalgrants.com/grant-writers.html>

¹²¹ <https://www.federalgrants.com/grant-websites.html>

¹²² <https://www.federalgrants.com/>

Funding

Unfortunately, specific funding for grant writers is limited, particularly in state and federal programs. To address this funding gap, we suggest

- a) Searching for administrative, operating, general fund, or capacity building grants/funding
- b) When applying for other funding [such as the [Community Services Block Grant \(CSBG\)](#)¹²³] budget for a grant writer as a part of your program's sustainability strategy

However, many grants do not allow for administrative or contractor costs; make sure to read the guidelines closely. When in doubt, contact the foundation or government agency for clarification. For more information on funding strategies and financial sustainability, please see the "Sustainability Strategy" in the "On Grantsmanship" section.

To socialize any funding resources, please contact [CalOES](#)¹²⁴

State & Federal Grants

Dislocated Workers Grant	
Application Deadline	N/A
Program Description	<p>Administered by the Employment and Training Administration, the National Dislocated Worker Grant allows the California Employment Development Department to provide for temporary employment of individuals in Lassen, Nevada, Placer, Plumas, Tehama, and Trinity counties.</p> <p>This grant, traditionally used for debris removal and forest restoration, may be used for temporary administrative assistance, such as grant writers. To access these funds, have your local government reach out to your local workforce development board.</p>

¹²³ <https://www.acf.hhs.gov/ocs/programs/community-services-block-grant-csbg>

¹²⁴ LongTermRecovery@caloes.ca.gov

Eligibility	Lassen, Nevada, Placer, Plumas, Tehama, and Trinity counties (2022 designees)
Maximum Award	Varies
Application Process	Not a traditional application process - local governments reach out to their local workforce development board ¹²⁵ who, in turn, apply for this funding
Website	Dol.gov Grants ¹²⁶
Contact Information	Contact us ¹²⁷
Timeline for Funding Availability	Varies

Philanthropic Grants

Ford Family Foundation: Technical Assistance for Rural Communities	
Application Deadline	Rolling
Program Description	<p>This grant helps organizations build their internal capacity to make a positive impact. It can be used to develop additional leadership expertise, engage in strategic planning, or hire an outside consultant with specialized expertise. The Foundation looks for a clear plan for the program or project's sustainability.</p> <p>Grant funds cannot be used to compensate staff or board members to conduct the work of a consultant. While no match is required, the Foundation will not fund 100% of the program or project's budget.</p> <p>Typical requests will take 8-12 weeks to be processed.</p>
Eligibility	Tfff.org Guidance Eligibility ¹²⁸
Maximum Award	Up to \$5,000

¹²⁵ <https://www.dol.gov/agencies/eta/dislocated-workers/grants/workforce-opportunity>

¹²⁶ <https://www.dol.gov/agencies/eta/grants/apply>

¹²⁷ <https://www.careeronestop.org/LocalHelp/WorkforceDevelopment/find-workforce-development-boards.aspx>

¹²⁸ <https://www.tfff.org/how-we-fund/grants/guidance-eligibility>

Application Process	Applicant Portal ¹²⁹ Tutorial ¹³⁰
Website	Tfff.org Technical Assistance Grants ¹³¹
Contact Information	grantsmanagement@tfff.org
Timeline for Funding Availability	Varies

Humboldt Area Foundation's Rooney Resource Center: Technical Assistance Program (TAP)	
Application Deadline	Rolling
Program Description	TAP is a small grant program that provides organizations with one-on-one technical assistance with a consultant of their choice. TAP grants focus on organizational development and capacity building to strengthen organizational effectiveness. Generally, organizations can only apply annually.
Eligibility	Humboldt, Del Norte, and Trinity Counties only
Maximum Award	Varies
Application Process	Email ¹³² grant inquiries
Website	hafoundation.org Technical Assistance Grants ¹³³
Contact Information	(707) 442-2993 grants@hafoundation.org
Timeline for Funding Availability	Varies

¹²⁹ https://fordfamily.smartsimple.com/s_Login.jsp

¹³⁰ https://fordfamily.smartsimple.com/files/1586578/f168131/Grantee_Portal.mp4

¹³¹ <https://www.tfff.org/how-we-fund/grants/technical-assistance-grants>

¹³² grants@hafoundation.org

¹³³ <https://www.hafoundation.org/Nonprofit-Resources/Technical-Assistance-Grants>

Grant Training Calendar: Upcoming Events & Classes

The list below is largely from the OPR newsletter (sign up [here](#)¹³⁴). Subscribe to receive an updated list of workshops. *Links shared here are not endorsements of an organization or its commercial products. These are provided as a service to the grants community.*

Though some of these workshops have passed, many are reoccurring or have the relevant documentation. Additionally, use ctrl F to find free or online events and classes.

October

Oct 25. [Business Funding Post PPP, EIDL & Grants](#). **FREE!** Online.

Oct 25. [The Ethics of Program Implementation and Reporting After a Grant is Funded](#). **\$50**. Online.

Oct 25. [CDFA Federal Financing Webinar Series: Tools for Rural Communities from USDA](#). **\$75**. Online.

Oct 25-27. [Advanced Federal Grants Forum and Boot Camp](#). Phoenix, AZ.

Oct 26. [Grant Ethics for Consultants](#). **\$50**. Online.

Oct 26. [How to Write an Awesome Annual Report with Gratitude and Impact](#). **\$87**. Online.

Oct 26. [FEMA: Standard Procurement Under Grant \(PUG\) Training](#). **FREE!** Online.

Oct 26. [US Census Data - Getting the Data You Need with Live Demonstration](#). **FREE!** Online.

Oct 26-27. [Uniform Administrative Requirements for Federal Grants: 2 CFR 200 \(Subparts A through D\)](#). Online.

Oct 26-27. [Performance Measurement for Federal Grants under 2 CFR 200](#). Online.

¹³⁴ <https://lp.constantcontactpages.com/su/4wi9l7p>

Oct 27. [Federal Cost Principles – Allowable Costs, Including Indirect Costs](#). **\$50**. Online.

Oct 27. [Exploitive to Empowered: Equitable Language in Nonprofit Communications](#). **FREE!** Online.

Oct 27. [Two Aspects of a Well Run Business & SBA Resources](#). **FREE!** Online.

Oct 27. [EPA: FY23 Brownfields Grant Announcement Webinar - Follow Up Q&A Session](#). **FREE!** Online.

Oct 28. [Advanced Cost Principles: Avoiding Problem Areas & Responding to Questioned Costs](#). Online.

Oct 31-Nov 4. [Competing for Federal Grants](#). Online.

November

Nov 1. [SAM.gov](#). **FREE!** Online.

Nov 1. [EPA: Greenhouse Gas Reduction Fund Listening Session](#). **FREE!** Online.

Nov 1-2. [Two-Day Professional Grant Development](#). Online.

Nov 1-4. [Appropriations Law Seminar](#). Online.

Nov 2. [IRA 101: Breaking Down the Inflation Reduction Act for Affordable Housing](#). **FREE!** Online.

Nov 2. [Daring Leadership in the Grants Profession](#). Online.

Nov 2. [Post-Grant for Practitioners: Post-Grant Appeals](#). Online.

Nov 2. [FEMA: Non-Disaster Grants Grant Recipient Training](#). **FREE!** Online.

Nov 3. [DOE: Sustainable Energy Resources for Consumers Program \(SERC\) and Community Scale Pilot Program Memorandum Overview](#). **FREE!** Online.

Nov 3. [DOT: Competitive Grants for Rail Vehicle Replacement Program](#). **FREE!** Online.

Nov 3. [DOT-FTA: Cybersecurity Awareness for Transit Agencies](#). **FREE!** Online.

Nov 2-3. [Procurement Boot Camp](#). Online.

Nov 2-3. [Audit of Federal Grants and Assistance Awards](#). Online.

Nov 2-3. [Cost Principles for Federal Grants: 2 CFR Part 200 \(Subpart E\) and FAR 31.2](#). Online.

Nov 2-4. [Managing Federal Grants and Cooperative Agreements for Recipients](#). Online.

Nov 2-5. [GPA Annual Conference](#). Louisville, KY and Online.

Nov 3. [How to Get Your First Government Grant](#). **\$49**. Online.

Nov 3. [CFCC Funding Fair](#). **FREE!** Online.

Nov 3. [EPA Region 9 Brownfields Q&A Webinar](#). 1:00-2:00 pm PST. **FREE!** Online.

Nov 4. [Storytelling to Increase Curiosity about your Organization's Impact](#). **FREE!** Online.

Nov 4. [Ethics in the Grants Environment](#). Online.

Nov 4. [Federal Grants Update 2022](#). Online.

Nov 7. [A Layperson's Guide to Indirect Costs](#). **\$39**. Online.

Nov 7-8. [Evaluating Financial Capabilities of Grant Recipients](#). Online.

Nov 7-8. [Developing & Monitoring Indirect/F&A Cost Rate Proposals under 2 CFR 200](#). Online.

Nov 7-9. [Budget Estimating Using Microsoft Excel](#). Online.

Nov 8. [USAspending.gov](#). **FREE!** Online.

Nov 8. [Mastering the Critical 1st Step for Grants: Letter of Inquiry \(LOI\)](#). **\$87**. Online.

Nov 8-9. [Two-Day Professional NIH Grant Development](#). Online.

Nov 9. [Grant Pro-isms: Catchy, Succinct, and Clever Ways to Explain Grants](#). **FREE!** Online.

- Nov 9. [Effective Fiscal Systems for Managing Government Funding](#). **FREE!** Online.
- Nov 9. [Grant Lifecycle Manager \(GLM\) Demonstration Webinar](#). **FREE!** Online.
- Nov 9. [Jump Start Your Federal Proposal Writing](#). **\$69**. Online.
- Nov 9. [DHS-FEMA: Virtual Tribal Consultation to Discuss Proposed Legislative Changes to the Tribal Homeland Security Grant Program](#). **FREE!** Online.
- Nov 9. [EPA: Greenhouse Gas Reduction Fund Listening Session](#). **FREE!** Online.
- Nov 9. [Jump Start Your Federal Proposal Writing](#). **\$69**. Online.
- Nov 9-10. [Monitoring Federal Grants for Pass-Through Entities](#). Online.
- Nov 9-10. [Financial Administration of Federal Grants for Recipients](#). Online.
- Nov 9-10. [Grant Writing Boot Camp](#). Online.
- Nov 10. [GrantHub Demonstration Webinar](#). **FREE!** Online.
- Nov 10. [Cost Share and Program Income](#). Online.
- Nov 10. [Writing/Designing Winning NSF Proposals](#). Online.
- Nov 10. [What Funders Are Looking For in Your Financials](#). **\$69**. Online.
- Nov 10. [Finding & Accessing LA County Funding Opportunities](#). **FREE!** Online.
- Nov 10. [EPA Region 9 Brownfields Q&A Webinar](#). 1:00-2:00 pm PST. **FREE!** Online.
- Nov 14. [Cooperative Agreements & Substantial Involvement](#). Online.
- Nov 14. [Equitable Recovery Initiative: Compliance and Readiness](#). **FREE!** Online.
- Nov 14-15. [Developing And Leveraging Risk Assessments For Grants Management](#). Online.
- Nov 14-15. [Applying for Federal Grants & Cooperative Agreements](#). Online.
- Nov 14-18. [Grantsmanship Training Program](#). Online.
- Nov 15. [Building the Total Value Budget](#). **\$69**. Online.

Nov 15. [Essentials of Grant Management](#). Online.

Nov 15-17. [Federal Assistance Law](#). Online.

Nov 16. [HUD Allocations to the Rescue: Planning for the Use of HOME Investment Partnerships American Rescue Plan Program \(HOME-ARP\) Funds to Help Reduce Homelessness](#). Online.

Nov 16. [FEMA: Top 10 Procurement Under Grants Mistakes](#). **FREE!** Online.

Nov 16-17. [Grant Management Boot Camp](#). Online.

Nov 16-17. [Detecting and Preventing Fraud on Federal Grant Projects](#). Online.

Nov 16-17. [California Mitigation Summit](#). **FREE!** Sacramento.

Nov 17. [How to Write Your First Grant](#). **FREE!** Online.

Nov 17. [Budgeting & Reporting for Govt. Funded Organizations](#). **FREE!** Online.

Nov 17. [EPA Region 9 Brownfields Q&A Webinar](#). 1:00-2:00 pm PST. **FREE!** Online.

Nov 18. [Appropriations Law for Federal Grants](#). Online.

Nov 21. [National Conference Recap](#). **\$5**. Online.

Nov 21-22. [Internal Controls for the Federal Grants Community](#). Online.

Nov 23. [Preparing Successful Federal Grant Budget Proposals Workshop](#). Online.

Nov 28-29. [Subawarding for Pass-Through Entities](#). Online.

Nov 29. [How to Write a Grant Budget That Tells \(and sells\) Your Application's Story](#). **\$77**. Online.

Nov 29. [Writing Capacity Building Grant Proposals](#). **\$69**. Online.

Nov 29. [Applying Indirect Costs to Federal Grants Workshop](#). Online.

Nov 29. [Finding & Accessing LA County Funding Opportunities](#). **FREE!** Online.

Nov 30. [Procurement with Federal Grant Funds Seminar](#). Online.

Nov 30. [Managing Cost Share and Program Income for Federal Grants Seminar](#). Online.

Nov 30. [How to Package Past Performance to Secure Future Funding](#). **\$69**. Online.

Nov 30-Dec 2. [BruMan Fall Forum](#). Clark County, NV.

December

Dec 1. [Grant Writing 201: Making Your Grant Application Stand Out](#). **\$77**. Online.

Dec 1-2. [Relationship Building for Successful Grants Management](#). Online.

Dec 1-2. [Essential Grant Skills](#). Online.

Dec 5. [Evidence-Based Practices for Your Programs and Projects](#). **\$39**. Online.

Dec 6. [How Different Communities Can Benefit From IIJA](#). Online.

Dec 6. [Start Your 2023 Grant Strategy Off Right!](#) **FREE!** Online.

Dec 6-7. [Single Audit Success Academy](#). Online.

Dec 7. [Inside the Grantmakers' Black Box](#). **\$69**. Online.

Dec 7. [DHS-FEMA: Prepare Before a Disaster](#). **FREE!** Online.

Dec 7. [DHS-FEMA: Non-Disaster Grants Grant Recipient Training](#). **FREE!** Online.

Dec 7-9. [Federal Grants Forum](#). Fort Lauderdale, FL.

Dec 8. [Community of Practice for Diversity, Equity, Inclusion, and More](#). Online.

Dec 8. [Corporate Structure and IRS-related Considerations for Non-Profit Federal Grantees](#). Online.

Dec 12-16. [Project Grantsmanship](#). Online.

Dec 13. [CDFA Federal Financing Webinar Series: Tools for Economic Growth with Treasury and SBA](#). **\$75**. Online.

- Dec 13. [Getting Started in the Grants Profession Panel Discussion](#). Online.
- Feb 2. [Procurement and Inventory Management](#). Online.
- Dec 13-14. [Annual Federal Grants Management Update 2022](#). San Antonio, TX.
- Dec 13-15. [Federal Funding Academy](#). Tampa, FL.
- Dec 14. [What Do You Need in Your Grant Procurement Solicitations to Ensure Your Procurement is "Finding Proof"?](#) Online.
- Dec 14. [Budgeting in QuickBooks DESKTOP](#). **\$89**. Online.
- Dec 14. [DHS-FEMA: Standard Procurement Under Grant \(PUG\) Training](#). **FREE!** Online.
- Dec 15. [Budgeting in QuickBooks ONLINE](#). **\$89**. Online.
- Dec 15. [How to Build Your Grants Program](#). **FREE!** Online.
- Dec 16. [Learning from Grant Rejections](#). **\$10**. Online.
- Dec 16. [Improper Payments](#). Online.
- Dec 19. [Enhance Your Funding Success Through Partnerships](#). **\$39**. Online.

January

- Jan 17. [Financial Management and Cost Principles](#). Online.
- Jan 19. [Title I: New Guidance, Oversight, and Frequently Asked Questions](#). Online.
- Jan 19. [Think Like a CEO and Lead your Grant Professionals Career](#). Online.
- Jan 24. [Federal Grants 101: Securing Millions for Your Organization](#). **\$87**. Online.
- Jan 26. [Specific Items of Cost \(and Time and Effort\)](#). Online.
- Jan 26-27. [Federal Research Grants Compliance](#). Online.

February

Feb 2. [Procurement and Inventory Management](#). Online.

Feb 6-10. [Competing for Federal Grants](#). Online.

Feb 9. [Don't Get Cited for Substandard Subrecipient Monitoring and Follow-Up Enforcement/Corrective Actions](#). Online.

Feb 14. [Audits and the 2022 Compliance Supplement](#). Online.

Feb 22. [An Overview of What It Means to Be Title VI Ready and How an Equity Strategy Will Help You Best Compete for Federal Funding](#). Online.

April

Apr 6-7. [Nonprofit Legal, Finance, and Grants Conference](#). Washington, DC.

September

Sep 28-29. [Federal Grants Forum for Institutions of Higher Education](#). Online.