



Grant Writing Basics

This is guide for the essential elements required in most structured external funding applications.

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1) Cover Letter & Executive Summary

This is an essential first step to introducing yourself, SOBC and your grant proposal to the funder.

Best Practices for a Cover Letter

- Briefly describe SOBC and its mission
- Provide a high-level overview of your plans and how the grant will help achieve them
- Demonstrate how your plans are aligned with the funder’s values, interests and/or requirements
- State the expected results and positive impact

Best Practices for an Executive Summary

- Explain SOBC’s mission and how the grant will help achieve it
- Detail the exact need or issue being addressed
- Explain the impact and expected results in detail
- Provide metrics and strategies for measuring success
- Summarize the projected cost and identify any additional funding sources

Depending on the application parameters, you may want to include a cover letter or an executive summary, or even both.



2) Statement of Need

This section will offer a much more in-depth explanation of the issue that your proposal will address. What is the specific problem that you are trying to solve?

Best Practices for a Statement of Need

- Clearly define an important issue or problem
- Convey a sense of urgency, while making it clear that the problem is solvable
- Provide context, history and background to the issue at hand
- Use statistics, research, photos and/or infographics where applicable
- Avoid buzz words and jargon

3) Objectives and Outcomes

This section of your grant proposal is used to fully describe your proposed project's exact outcomes once funding is approved.

Best Practices for Stating Objectives and Outcomes

- Directly tie your objectives to your statement of need
- Clearly state expected outcomes, and the actions required to achieve those outcomes
- Provide quantifiable goals or budgets wherever possible
- Be realistic, specific, detailed and on an achievable timeline

Example:

Expected Outcome: Decrease the rate of X, which is a major component of the wider issue, Y, which is impacting our community.

Objective: In the first year, provide X community members with Y, which will raise awareness, provide training, and connect individuals with crucial resources. This will cost approximately \$Z and will involve the following public outreach events...



4) Methodology and Strategies

This section is the explanation of how your proposal will be implemented. This is often the longest portion of any grant proposal, involving detailed information on the exact plans and strategies you will use to execute each stage of your program.

Best Practices for Stating Methodology and Strategies

- Fully model your program with detailed explanations, visuals, and any other tools that may help explain
- Explain the roles of staff, volunteers and other people involved
- Describe partnerships (other community groups, corporate sponsors, etc.) who may be involved
- Outline a proposed timeline for execution. Note that many granting bodies will have strict time requirements; ensure that your timeline is aligned with theirs
- List any software, digital tools and/or platforms you will be using to implement your plan
- Directly link your methods, strategies and overall plan to specific objectives and outcomes
- Where applicable, detail a communications plan for engaging sponsors and stakeholders
- Identify potential roadblocks and challenges, and provide potential solutions or alternative plans (i.e. virtual solutions in the event of health restrictions)

5) Evaluation

How will you and your team evaluate progress? What defines success for your project? Funders often want to know how you will offer accountability and measure results.

Best Practices for Evaluation Plans

- Determine concrete, quantifiable goalposts for measuring success (i.e. engagement numbers, social media statistics, participation numbers, etc.)
- Establish a timeframe for when project evaluation will occur
- Provide the granting body a means by which to judge the success of your project
- Develop a stewardship plan to ensure that all stakeholders are properly thanked, recognized and informed

6) Budget

This is an important area that will almost certainly be required on most grant applications. It is important to identify each and every instance where you will need to expend resources. The grant application will



likely have specific requirements and exceptions, so be sure to familiarize yourself with the granting body's parameters.

Typical expenses will include:

- Equipment and supplies
- Facility rental fees
- Personnel costs, including professional development and training
- Travel and hospitality costs (i.e. mileage, volunteer meals, etc.)
- Market value of in-kind contributions

Many granting bodies will also want to know of any other funding sources, such as other grants, donations or sponsorships. They may also ask for a breakdown of your normal or operational funding sources.

7) Organization Background

Special Olympics BC Boilerplate:

Special Olympics BC is committed to enriching the lives of individuals with intellectual disabilities by providing year-round sport programs and competitions that help people with intellectual disabilities celebrate personal achievement and gain confidence, skills and friendships. Special Olympics BC offers opportunities to train and compete in 18 sports through year-round programs and local, provincial, national, and international competitions. Through these sports, the athletes gain more than just physical benefits from improved health and athletic abilities - they also develop social skills, friendships, self esteem and a sense of community. In addition to our sport programs, Special Olympics BC offers youth programs and health programming. Beyond the fields of play, we offer empowering Athlete Leadership programs and strive to change attitudes to increase inclusion and respect of individuals with intellectual disabilities. Our vision is that sport will open hearts and minds toward people with intellectual disabilities and create inclusive communities all across British Columbia.

Year Established: 1980

Charitable Registration Number: 12947 2411 RR0001

CRA Registered Charity Page:

<https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyRprtngPrd?selectedCharityBn=129472411RR0001&isSingleResult=true>



8) Resources

GrantStation

GrantStation offers a wide variety of resources for grant writers, including educational resources, articles, and featured grant opportunities. Their free e-newsletter, GrantStation Insider, sends grant opportunities directly to your inbox.

One particularly useful tool offered by GrantStation is the [Benchmarker](#), which produces customized reports that compares your grantseeking potential to other organizations.

Nonprofit Tech for Good

Nonprofit Tech for Good is a general marketing and fundraising resource. It regularly offers webinars on a variety of topics, including grant writing and other general fundraising topics.

Grant Connect

Grant Connect is a Canadian portal for grantseekers. It is a paid monthly service -however, the monthly newsletter is free and offers insight into a number of granting opportunities.

Foundation Resources:

- [Vancouver Foundation](#)
- [Community Foundations of Canada](#)

Community Gaming Grants

Community Gaming Grants are offered annually throughout BC. Local organizations can apply for up to \$100,000 per year.

Key Application Dates:

- **Sport Sector** (Apply between March 1 and May 31, notified by September 30)
- **Human and Social Services** (Apply between June 1 and November 30, notified by February 28)

Local Grants

A great resource to locate grants in your local community or municipality is to check your city's website under Community Development. Try a Google search for "[City Name] Grant Programs" or "[City Name] Community Development Grants", and you should be directed to a resource page with some significant grant opportunities.