



Guide to Grant Writing

The Basics

1. Identifying your goals

The first step of the grant writing process is defining your priorities. Are there unmet needs in your community? What would help your neighborhood further realize its mission? Once you decide on a project, identify other stakeholders who share your priorities and ask them to collaborate on the grant proposal. Such partnerships demonstrate there is strong community support for the project.

2. Researching funders

The Coalition office is a great place to start your research. Another resource is the Central Library, where you can search the Foundation Center database. Once you have identified funders that share the priorities of your neighborhood, contact them to see if your project would be a good fit. Some funders even offer information sessions or workshops to support applicants.

3. Writing your proposal

Follow directions and formatting instructions carefully. Use clear, simple language to convey your project's vision and the steps that you will take to realize it. Fully address all of the funder's questions. Recruit people to proofread and triple check your proposal against the funder's guidelines. Plan to complete the grant early to avoid last minute emergencies.

4. Following through

If you are awarded a grant, be sure to honor the funder's reporting requirements and deadlines. Create an evaluation plan to guarantee that you are collecting all of the data needed for reports. Contact your funder as soon as possible with a plan to address any unexpected challenges or project changes. Take pride in your reports—they are an opportunity to tell the story of your project.

Spotlight: NINA Emergency Preparedness Fair

When the Northwest Industrial Neighborhood Association (NINA) formed an emergency planning committee to develop an emergency evacuation route, committee members soon recognized the importance of educating local business owners about emergency preparedness. To achieve this goal, NINA applied for and received a grant through the ONI Neighborhood Small Grant Program to help fund an emergency preparedness fair in 2007.



protocols. Vendors who specialized in emergency preparedness sponsored tables at the fair to share information about their products and services.

NINA organized a second fair in 2009, this time funded by the Alliance of Portland Neighborhood Business Associations (APNBA). This event also featured speakers and included interactive roundtable discussions focused on a variety of different emergency scenarios. Be-

NINA invited three speakers to present at the fair, and included an interactive question and answer session to help businesses refine their emergency

because of the success of these events, NINA hopes to organize more emergency preparedness fairs in the future.

