



Grant News

Federal, State, and Private Grant Notices for Rural Communities

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Grant Proposal Budget Tips

Numbers—not words—can make or break your grant proposal. Why is that?

- Some funders look at budgets before they review any other part of a grant proposal.
- These funders may even make a preliminary decision based on the budget alone.
- Providing an outline of project activities, a solid budget gives credibility to the rest of your proposal.

For these reasons, grant seekers need to allow plenty of time for developing the budget section of the proposal. Budget development follows planning—it is best done when project goals and activities are clear. As always, you should pay close attention to the grant maker's guidelines. A few additional pointers can help you present a clear and realistic budget. Just remember that there are different approaches to budgets, as there are different approaches to grant proposals in general, depending on the type, size, and priorities of your targeted grantors.

Think about *all* costs associated with your project. Examples of budget areas are: personnel, consultants/contractors, construction/renovation, materials, supplies, equipment, training, and travel. Keep in mind that you may have to absorb any costs that you forget to include in your budget, although you may be able to go back to the grantor or solicit other funders for these unanticipated costs. Additionally, an accurate budget is based on checking prices with vendors and sometimes collecting bids. Accuracy at this stage is essential, because later you may need to report actual costs to the grantor line by line.

Personnel fringe benefit costs (costs to the employer for every dollar paid to an employee—but not a consultant) should be included as a percentage. For instance, an employer may spend 20% of salary amounts on insurance and retirement benefits, and this additional 20% of salary costs should be part of the budget.

Don't forget to think about indirect costs (sometimes called administrative or overhead costs), which you can also calculate as a percentage. In other words, once you have listed and totaled all costs clearly related to the project, you may compute a percentage (typically 10% to 20%) for indirect costs. Depending on your prospective grant source, this amount may be spread over specific line items such as rent, utilities, and insur-

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Grant Proposal Budget Tips (continued)

ance, or it may be lumped together under an explicit “administrative costs” or “overhead costs” line item. Many grant makers have specific guidelines regarding indirect costs. Some will not allow indirect costs to be included at all; others limit these costs to a specific percentage of total or personnel costs.

The budget is typically a separate page formatted in columns. The first column lists the specific items (e.g., educational materials), and the second shows the amount that you are requesting from funders. You may want to include a third column showing the fair market value of your in-kind contributions. In-kind items are non-cash contributions to the project ranging from supplies to facilities to volunteer time. (Note that any one item cannot be both your in-kind contribution *and* an indirect cost charged to the donor.) Making in-kind contributions is a good way to demonstrate your organization’s commitment to the proposed project. You may additionally include a column showing collaborators’ in-kind contributions, as well as a total column on the far right.

If your budget covers multiple years, show each year separately, and be sure to account for inflation. An additional sheet or footnotes can provide justification (by linking line items to project activities) and formulas for each item that you have included in the budget, in as much or as little detail as the grant maker requests. A separate page can also show both committed and pending project revenue.

Always double-check your math, and keep records of how you arrived at all figures. Give your proposal a final read through with your budget in front of you to be sure that they are consistent with one another. You may want to have a colleague do the same. For additional information about creating project budgets, visit the Proposal Budgeting Basics tutorial at The Foundation Center (http://www.fdncenter.org/learn/classroom/prop_budget/index.html). Their session covers the essential issues and includes links to budget templates.

Beverly Beyer, Guest Editor

Grant News is published five times annually by the Applied Social Research Unit (ASRU), Illinois State University. Its purpose is to provide residents, community development professionals, health and human service providers, and others in rural Illinois communities with information about available funding and resources from federal, state, and private sources.

Information was obtained from multiple sources including the *Federal Register*, various federal and state agencies, and private foundations. Obtain more information about the opportunities appearing in *Grant News* by contacting the appropriate foundation, federal or state agency, or:

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INTERNET: www.asru.ilstu.edu

The ASRU Internet site includes past issues of *Grant News*. Advertising in *Grant News* is available for grant seekers and grant writers. Rates are \$50.00 per quarter page. Contact the editor to place an ad. *Grant News* is produced with the support of ASRU staff: Beverly Beyer, Cindy Caldwell, Javier de la Uz, Chip Dwyer, and Sharon Mills.

Disadvantaged Populations

Public Welfare Foundation

Objective: Serve disadvantaged groups and seek permanent improvement in service provision to those with unmet basic human needs. Grant areas include: criminal justice; community economic development and participation; disadvantaged youth; disadvantaged elderly; health (as well as population and reproductive health); environment; and human rights and global security. Funds are also available for welfare reform, technology assistance, and projects that serve disadvantaged people but that do not fall into any of these categories.

Eligibility: Nonprofit organizations may apply. Organizations undertaking charitable activities that do not have 501(c)(3) status may also be eligible—see the Website.

Award: Average grant is \$45,298. Most awards are \$25,000 to \$50,000 and are for general support.

Deadline: With exception of the Technology Assistance and Welfare Reform Funds, there are no deadlines. (For these two funds, 2003 deadlines have not yet been posted.) The Board meets eight times each year.

Application: Submit a letter of inquiry using the format described on the Website; letters may be submitted online.

Information:

Review Committee

Public Welfare Foundation

1200 U Street, NW

Washington, DC 20009-4443

TEL: (202) 965-1800

FAX: (202) 265-8851

EMAIL: reviewcommittee@publicwelfare.org

SOURCE: <http://www.publicwelfare.org>

Disabled American Veterans (DAV) Charitable Service Trust

Objective: Improve the lives of disabled U.S. veterans and their families. The Trust funds psychological and physical rehabilitation programs, projects that focus on the unmet needs of veterans with particular disabilities, and initiatives to assist homeless veterans.

Eligibility: Nonprofit, charitable U.S. organizations. Generally, the Trust does not support individuals, political organizations, endowments, capital campaigns, dinner programs, souvenir journals, and goodwill advertising. The Trust is most interested in long-term projects.

Award: Varies depending on funds available. No part may be used for indirect costs (e.g., administrative or management fees).

Deadline: Jan. 31, May 1, Aug. 1, and Nov. 1, 2003.

Application: An application form and instructions are available at the Website below.

Information:

DAV Charitable Service Trust

3725 Alexandria Pike

Cold Spring, KY 41076

TEL: (859) 442-2055, 8 am to 4:30 pm EST, M-F.

FAX: (859) 442-2088

EMAIL: cst@davmail.org

SOURCE: http://www.dav.org/cst/cst_grantapp.html

Office for Victims of Crime: Helping Outreach Programs Expand

Objective: Provide resources for community-based, grassroots organizations to enhance crime victims' access to services. Applicant organizations may develop programs, support networking, build coalitions, or deliver services by supporting program literature development, newsletter production, volunteer recruitment, advocate training, and improved victim outreach.

Eligibility: Nonprofit organizations that do not have federal Victim of Crime Act victim assistance grant funding.

Award: A one-time grant of up to \$5,000, depending on funds available. Awards may not be used for fundraising, lobbying, or food/beverages for meetings.

Deadline: None.

Application: See the Website for the application kit. Submit an original and two copies of the application.

Information:

Celestine Williams, Program Specialist

Office for Victims of Crime (OVC)

U.S. Department of Justice

810 Seventh Street, NW, 8th Floor

Washington, D.C. 20531-0001

(If sent via overnight mail, use ZIP Code 20001)

TEL: (202) 616-3565

FAX: (202) 514-6383

EMAIL: celeste@ojp.usdoj.gov

SOURCE: <http://www.ojp.usdoj.gov/ovc/fund/hopeappkit/welcome.html>

Arts and Literacy

The Mr. Holland's Opus Foundation: Instrument Purchase and Repair Programs

The Melody Program

Objective: Offer musical instruments and instrument repairs for established K-12 school music programs without resources for buying additional instruments.

Eligibility: The music program must be at least three years old. See the Foundation's Website for other eligibility criteria. The Foundation prioritizes music programs without institutional financial support and those with students qualifying for financial assistance.

Award: The Foundation does *not* provide cash grants—only instrument repair and purchase of new instruments. Awards are usually between \$500 and \$5,000. (New instruments may take up to five months to arrive.)

The Special Projects Program

Objective: Offer musical instruments and instrument repairs for after-school programs, youth orchestras, and community schools of the arts.

Eligibility: The umbrella organization for new music programs must be at least three years old. The Foundation does not fund festivals, concerts, or events. See the Website for additional eligibility criteria. The Foundation prioritizes music programs without financial support and those submitting *complete* application packets.

Award: The Foundation does *not* provide cash grants—only instrument repair and purchase of new instruments. Awards are usually between \$500 and \$5,000. (New instruments may take up to five months to arrive.)

The Solo Program

Objective: Offer musical instruments to excellent student musicians lacking financial resources to obtain an appropriate instrument. The Foundation looks first for pre-owned instruments already in perfect condition, then for brand new instruments. Once Foundation requirements are met, the instrument becomes the personal property of the student musician.

Eligibility: Applicant students must have attended no less than five years of ongoing lessons on the instruments requested. They may be students attending public, private, or parochial schools, as well as community schools

of the arts. See the Website for additional eligibility criteria.

Award: The Foundation does *not* provide cash grants—only instrument repair and purchase of new instruments. For The Solo Program, new instruments are usually between \$500 and \$10,000. (New instruments may take up to four months to arrive.)

All Three Programs

Deadline: Applications accepted throughout the year for all three programs.

Application: Separate application forms for all three programs are available on the Foundation's Website. The site includes specific instructions for completion of the application packets, which should be mailed to the address below.

Information:

Grant Committee

The Mr. Holland's Opus Foundation

15125 Ventura Boulevard, Suite 204

Sherman Oaks, CA 91403

TEL: (818) 784-6787

FAX: (818) 784-6788

EMAIL: info@mhopus.org

SOURCE: <http://www.mhopus.org/apply.htm>

Barnes & Noble: Local and Regional Contributions

Objective: Promote the arts, literacy, and K-12 education.

Eligibility: Nonprofit organizations willing to work with local Barnes & Noble stores on in-store programming.

Application: Proposals on the applicant organization's letterhead must include a tax identification number and describe the project, how proceeds will be spent, other sponsors, and a plan for promoting the project with Barnes & Noble. Community Relations Managers and Store Managers accept completed proposals.

Information:

Mary Ellen Keating

TEL: (212) 633-3323

EMAIL: mkeating@bn.com

SOURCE: http://www.barnesandnobleinc.com/company/codonation/co_donation.html

Arts and Literacy (continued)

Laubach Literacy: National Book Scholarship Fund

Objective: Supply local literacy programs with New Readers Press books and other resources necessary for launching new literacy outreach programs or for considerably expanding existing programs. New Readers Press texts are ideal for adult literacy students.

Eligibility: The Fund prioritizes family literacy programs; English-as-a-Second-Language and adult basic education programs are also eligible. Grant recipients must use local resources to make a cash payment equal to 20% of the total amount requested. Successful applicants must also use the Fund's materials in direct literacy instruction and submit a written report of outcomes. These organizations must also be willing to take part in public awareness activities. Recipients of grants during the 2000-2001 and 2001-2002 cycles are currently ineligible.

Award: Applicants request specific New Readers Press materials. The materials awarded generally range in value from \$500 to \$7,000. The Fund pays shipping and handling charges.

Deadline: The Fund is accepting applications between September 2 and December 5, 2002. Awards are made on a rolling basis.

Application: Application forms (including New Readers Press order forms) and instructions are available online. Applicants should mail completed packets to the address below.

Information:

*Mara Roberts, Program Administrator
National Book Scholarship Fund*

*Laubach Literacy
1320 Jamesville Avenue
Syracuse, NY 13210*

TEL: (315) 422-9121 ext. 345

EMAIL: mroberts@laubach.org

SOURCE: <http://www.nbsf.org/index.html>

Grant Writing Resource

Stats for Scaredy Cats: A How-To Guide for Rural Data Users

Created with the 2000 Census in mind, *Stats for Scaredy Cats* is a twenty-page handbook for new data users and those who need a refresher course. Its three sections are "Understanding Data," "Working with Data," and "Gathering Data." The guide includes definitions, discussion of data limitations and codes used by government agencies, guidelines for comparing time periods and variables, and formatting advice. Free.

Information:

*The Center for Rural Pennsylvania
200 North Third Street, Suite 600
Harrisburg, PA 17101*

TEL: (717) 787-9555

FAX: (717) 772-3587

EMAIL: info@ruralpa.org

SOURCE: <http://www.ruralpa.org>.



Health, Nutrition, and Education

National 4-H Council

Healthy Lifestyles Grant

Objective: Create or expand fun, original programs that team youth (5-12 years old) with adults to fight obesity through education about fitness, nutrition, and lifestyle choices.

Eligibility: Applicants must have experience addressing issues of obesity, nutrition, fitness, and healthy lifestyles. Preference will be given to applicants with demonstrated success in these areas. Youth participation in writing the grant proposal is recommended. The application packet contains additional criteria.

Award: Up to \$8,000 per site.

Deadline: November 4, 2002.

Feeding the Hungry Grant

Objective: Encourage youth-adult teams to take action on food supply issues. Successful applicants will promote community action through youth collaborating with adults to increase the available food supply and teach the public about hunger. Youth will acquire the workplace skills described in the U.S. Secretary of Labor's Commission on Achieving Necessary Skills SCANS Report (included in the application packet).

Eligibility: Grants are for young people working in communities or on the state level. Teams should promote the involvement of youth and adults in local food banks and in public awareness initiatives. Applicants must have 100% matching funds from local sources. Grant funds may not support new 4-H nutrition programs.

Award: \$500 to \$2,500.

Deadline: November 11, 2002.

Both Grants

Application: Applications are available online. For both grants, the checklist includes a local Cooperative Extension Office staff signature. For the Feeding the Hungry Grant, applicants must submit letter(s) of commitment for matching funds and a partnership letter from a local food bank.

Information:

Diana Friedman

National 4-H Council

2003 Healthy Lifestyles Grant OR

2003 Feeding the Hungry Grant

7100 Connecticut Avenue

Chevy Chase, MD 20815-4999

TEL: (301) 961-2819

EMAIL: dfriedman@fourhcouncil.edu

SOURCE: <http://www.n4h.org/programs/>

With Arms Wide Open Foundation, Inc.

Objective: Advocate for children's well-being by promoting healthy child-parent bonds. Assist low-income families, aid families in crisis, educate the public, and make changes in policy or take judicial action.

Eligibility: The Foundation provides both general and project funding to thriving, established organizations. The Foundation does not give grants to individuals or to cover the costs of application submission.

Deadline: The Foundation has three review periods: applications received December to March will be considered for award in April; those received April to July will be considered for award in August; and those received August to November will be considered for award in December.

Application: Detailed application instructions are on the Foundation's Website. The best approach is to review the posted materials and to submit a complete application based on that information. Applicants should send their packets through U.S. mail.

Information:

Cynthia A. McNeely, Esq.

Executive Director

With Arms Wide Open Foundation, Inc.

525 East College Avenue

Tallahassee, FL 32301

TEL: (850) 222-3882

FAX: (850) 222-1461

EMAIL: inquiry@witharmswideopen.org

SOURCE: <http://www.witharmswideopen.org/default.cfm>

Health, Nutrition, and Education (continued)

W.K. Kellogg Foundation

Objective:

- The Food and Society Initiative supports the development and growth of locally owned and controlled community-based food systems that protect the environment and promote health. Successful proposals target institutional support, market-based change, and public policy.
- Youth and Education grants seek to mobilize, build, and align systems that enhance children's learning. The Foundation encourages individuals and communities to affect the policies and partner with the institutions that shape the achievements of at-risk young people. Innovative local models with the potential for replication are of particular interest. Please see the Website for strategies that the Foundation prioritizes.

Eligibility: Both the applicant and the project must qualify for 501(c)(3) status. Generally, the Foundation does not make loans or support: operational costs of existing programs; facility/capital costs; equipment; "indirect costs" or "overhead costs" as separate budget line items; conferences; endowments; individuals; religious programs; or film, television, or radio programs that are not essential to an ongoing project.

Award: The Foundation does not track minimum or maximum amounts of its grants. Awards are based on the nature of the specific project and its anticipated outcomes.

Deadline: None—application review is ongoing.

Application: The Foundation encourages applicants to make electronic submissions using the Foundation's online application form. Those choosing not to use the online form should submit a pre-proposal letter of no more than five pages. The Foundation provides explicit instructions about what to send (and what *not* to send) on its Website.

Information:

Deborah A. Rey
Supervisor of Proposal Processing
W.K. Kellogg Foundation
One Michigan Avenue East
Battle Creek, MI 49017-4058
TEL: (616) 968-1611
SOURCE: <http://www.wkkf.org/>

Allen Foundation, Inc.

Objective: Fund human nutrition projects in training, education, health, and research. Successful proposals have focused on teaching children and young adults to better their health and on enabling mothers to instill good nutritional behaviors in their children early in life.

Eligibility: Nonprofit 501(c)(3) organizations, including schools and medical, religious, or fraternal entities under particular circumstances. The Foundation prefers proposals with matching funds or in-kind contributions from applicant organizations and/or third parties.

Award: \$2,000-\$250,000.

Deadline: January 1, 2003. (The Foundation will consider proposals arriving after this date for review the next year.) Decisions will be announced June 2003.

Application: The Website below includes giving guidelines, an eligibility quiz, and an online application form.

Information:

Dale Baum, Secretary
Allen Foundation, Inc.
PO Box 1606
Midland, MI 48641-1606
TEL: (989) 832-5678
FAX: (989) 832-8842
EMAIL: d-baum@tamu.edu
SOURCE: <http://www.allenfoundation.org>

Nick Traina Foundation

Objective: Support organizations diagnosing, researching, treating, and/or supporting manic-depressive patients or children in jeopardy; preventing suicide or child abuse; or assisting struggling musicians with health and mental illness issues.

Eligibility: Nonprofit 501(c)(3) organizations. The Foundation provides both general and project support; it may prioritize proposals focused on manic-depression in young people. Grants are not awarded to individuals.

Award: The Foundation accepts requests for varying amounts.

Deadline: Proposals are processed on a rolling basis; Board meetings are four times a year.

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Grant News

Applied Social Research Unit
Illinois State University
Campus Box 4950
Normal, IL 61790-4950

PRESORTED STANDARD
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Health, Nutrition, and Education (continued)

Application: While there is no application form, proposals should be no more than three pages (in addition to attachments) and should include the information outlined on the Foundation's Website.

Information:

The Nick Traina Foundation

PO Box 470427

San Francisco, CA 94147-0427

TEL: (415) 771-4224

EMAIL: info@nicktrainafoundation.org

SOURCE: <http://www.nicktrainafoundation.org/main.htm>

Hasbro Children's Foundation

Objective: To support direct service programs in health, education, and social services that improve the quality of life for disadvantaged children (birth -12 years of age).

Eligibility: Nonprofit 501(c)(3) organizations. Projects should have local support.

Award: \$500-35,000.

Deadline: None.

Application: Requests for funding should include a cover sheet, a brief proposal (3-5 pages), support materials, and organizational information. See Website for details.

Information:

Jane S. Englehardt

Executive Director

Hasbro Children's Foundation

32 W 23rd St.

New York, NY 10010

TEL: (917) 606-6226

FAX: (917) 606-6264

SOURCE: <http://www.hasbro.org>