

United Townships of Head, Clara & Maria  
Municipal Council

**Type of Decision**

Meeting Date	March 27, 2015			Report Date	March 26, 2015				
Decision Required		Yes	X	No	Priority		High	x	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

**REPORT TITLE**

Treasurer's Report – Information Only # 27/03/15/803

**Treasurer's Report – Grant Writing Workshop**

I have completed a Grant Writing Workshop on March 13, 2015. It was quite informative. The workshop gave me the tools necessary to complete a grant application. During the training, we identified the following:

- What first step to take - what the money is for?
- The major outcomes of the project and how these outcomes will enable our municipality to make progress towards achieving our mission
- Types of granting sources such as government agencies, corporate foundations, private & family foundations, etc...
- The optimal synergies between our needs and the funding interests of the grant maker
- Source's areas of interest, types of funding provided
- Key financial information & key factors & limitations such as geographic scope
- Key points for communicating with point people
- Letters of inquiry & executive summary
- Organization's acknowledged need *i.e.* basic information (name, address, etc.), mission & objectives, programs & services (what, who, where, when & how), community partners, & SWOT (strengths, weaknesses, opportunities, threats)
- How & what steps to take to address our weaknesses (*i.e.* HCM's geographic location)
- A workplan & its focus (how is the project bringing our organization closer to achieving its mission?)
- How to establish the outcomes of the project *i.e.* what we plan to do? - What we hope to accomplish? - How do we know if we are successful?
- Budget development - project expenditures/revenues
- Who will benefit from the project
- Organizational qualifications, partnering organizations, project volunteers

- Current & future funding
- The importance of establishing benchmarks and measurements for our municipality's success & effectiveness
- The standard attachments that should follow the grant application
- Post-submission communication *i.e.* it's very important to follow-up to ensure our grant application has been received and all documents are in order
- Post-grant requirements *i.e.* periodic progress reports & final report
  - Were all outcomes achieved?
  - Were any not achieved?
  - Were new outcomes identified and/or realized during the implementation phase?
  - Provision of stats and tracking numbers
  - Indications of sustainable sources
  - Testimonials from project beneficiaries
  - Have any partnerships been strengthened?
  - Invite grant maker for a tour of the facility/base of operation
  - **Above all:** Make them realize that you are closer to accomplishing your organization's mission
- Online resources for grant writing & source funding

***It's very important to remember:***

A grant is a temporary stand-alone source of revenue that addresses a specific problem or issue - It is not a sustainable income source.