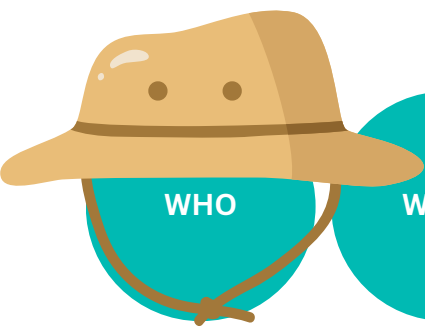


STAGE 1: YOUR IDEA!



WHO

WHAT

WHEN

WHY

HOW MUCH

OUTCOMES

Who will be involved and how?

Describe your program - long form and short form (elevator pitch).

Timeline or Action Plan.

Why should this specific program receive funding?

Come up with a draft budget.

What are the outcomes you expect / hope for?

Who are you?

Break down tasks - who will be responsible for what?

Is there a need and how have you determined this need?

Don't forget to get quotes and estimates in writing!

How will you measure and evaluate these outcomes?

Who will benefit from your program?

What equipment / resources will you require?

What makes this program unique?



STAGE 2: FIND FUNDING & APPLY



GOVERNMENT

CORPORATE / BUSINESSES

FOUNDATION / COMMUNITY GROUPS

Federal, provincial/territorial and municipal funding is often related to the priorities of the government of the day.

Usually call for proposals / applications.

Corporations often choose their areas of interest based on the needs of the communities where they do business, where their employees live, or employee engagement programs.

You may see calls for proposals / applications. You may also have the opportunity to approach with your idea and request funding.

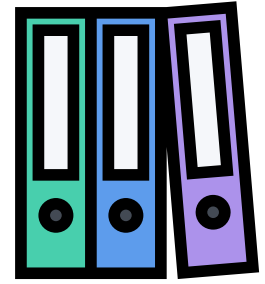
Philanthropic foundations are registered charities that make grants to charitable organizations. Community groups are typically grass-roots in nature, and provide funding locally.

You may see calls for proposals / applications. You may also have the opportunity to approach with your idea and request funding.





Questions to ask yourself:
Does this funding opportunity fit my idea?
Am i eligible?
Do i require a partner?
Is this funding opportunity worth it?



Complete the required application, proposal or sponsorship/donation letter.

Remember - you can request monetary funds or donations of materials, equipment, etc.

Keep track! Especially if you've sent out multiple applications and letter requests.

STAGE 3: ACCEPTANCE (OR DENIAL)



ACCEPTANCE



DENIAL



Read your acceptance letter. Just because you asked for something doesn't mean you'll get it - the details matter! It also has contact information of who you should call if you have any questions.

The acceptance letter may need to be signed and returned. The acceptance letter can also be seen as an agreement, so if something happens that significantly changes your plans, please call the funder to ask permission to change your program plan.

Accept denial - Learn from your experience. Grant writing is competitive and funds are limited. If you were not successful reach out to the funder and see if there was something that you did not have, or something that they were looking for. Be sure to listen. You can always apply again, or potentially in a different stream from the same organization.



STAGE 4: PROGRAM DELIVERY AND FOLLOW-UP



Deliver what you promised and follow your plan. If things change be sure to check in with the funder before modifying anything.

Be sure to use all the funds you asked for. If not- be prepared to return them.

Stay organized! Keep receipts for everything. Take photos and file them virtually and in organized files. You will need them for your follow up report.

Be sure to measure and record outcomes throughout the program as described in Stage 1.

Recognize your funder(s): Social Media, Print Material, Verbal recognition during program

Complete your follow-up on time. Satisfactorily completing this report will release any remaining grant dollars and keep you in good standing.