

# **Grant Writing Workshop**

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**Executive Director** 

The Portland Foundation









- Established in 1951
- Serves 20,000 Jay County residents
- Assets of \$51M at end of 2024
- Has awarded more than \$22M in grants and scholarships



### **Emailed Questions:**

- How do we go about identifying grants to apply for?
- Who are we competing with for these grants?
- Are there limitations as to the number of hubs who can apply?
- Are there any specifically designed for new hubs?
- What are the typical requirements of these grants?
- Without grant writing experience, what do you recommend to get started?
- How do we find resources for grants, and what are the best practices for obtaining HF grants along with any obligations once received?





Why should we consider writing grant proposals?

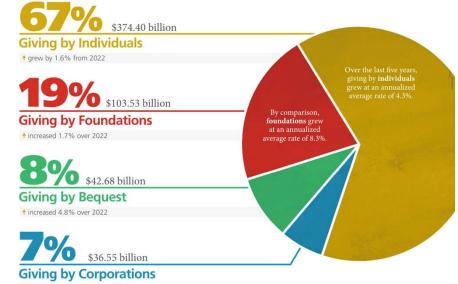






### Where did the generosity come from?

## Contributions by source By percentage of the total





<sup>\*</sup>All figures on this infographic are reported in current dollars unless otherwise noted. Inflation was slightly higher than average in 2023, at 4.1%, and results may differ when adjusted for inflation. Learn more in the chapters.





According to the Council on Foundations' Community Foundation Insights, in 2022:

- 895 community foundations in the U.S.A. that met the National Standards for U.S. Community Foundations definition
- \$132.2 billion in assets
- \$5.28 billion in distributions





Where do we find this potential funding?



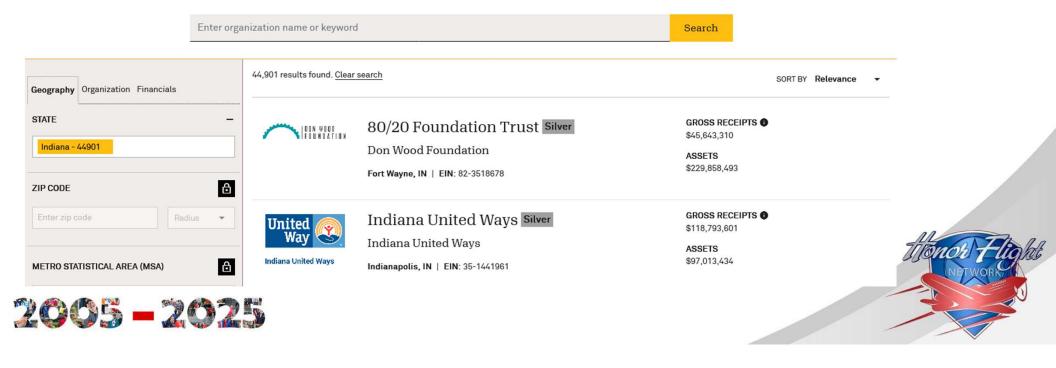
- Candid GuideStar
- Nonprofit data for donors, grantmakers, and businesses
- Sign-up is free for basic service
- GuideStar Pro allows for a more in-depth search, but costs \$2,199.00 annually
- www.guidestar.org

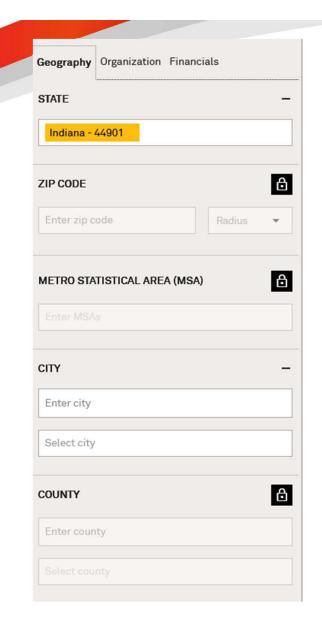






# Look up nonprofits and identify prospects with Candid's GuideStar





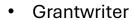




# Who writes the grant proposals?







- Charge \$75 per hour, on average, in Northeast Indiana
- Volunteer





What does a grant proposal look like?



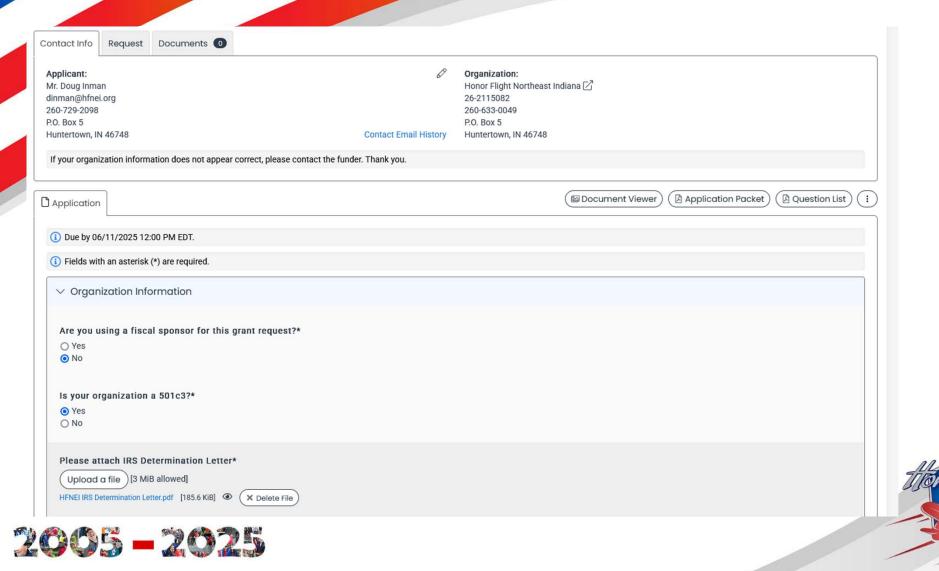


Items you will need to write a grant proposal

- IRS Determination Letter
- List of Board of Directors
- Cost Estimates
- Financials from Previous Fiscal Year (Audit, Review, or Compilation if available)
- Current Fiscal Year-To-Date Financials







#### Project Name\*

Flight #49

Grantee Amount Requested (TPF will no longer accept applications asking for 100% of total project):\*

\$ 5,000.00

Total cost of project (TPF will no longer accept applications asking for 100% of total project):\*

\$ 125,000.00

Percent of total project:\*

# 4

#### Program Description

#### Briefly describe the project or program for which the funds are requested:\*

Honor Flight Northeast Indiana respectfully requests \$5,000 from The Portland Foundation to help fund its 49th Honor Flight on October 16, 2024. On that day 85 armed service veterans and their guardians will fly from Fort Wayne to Washington, DC to visit the monuments and memorials built in their honor.

Honor Flight Northeast Indiana is submitting grant proposals to Indiana Community Foundations in Adams, Allen, Blackford, DeKalb, Elkhart, Fulton, Grant, Huntington, Jay, Kosciusko, LaGrange, Marshall, Miami, Noble, St Joseph, Steuben, Wabash, Wells, and Whitley Counties because the overwhelming majority of the 3,481 veterans who have gone on the first 45 Flights are residents of those counties.

It is Honor Flight Northeast Indiana's hope that all 19 of the Indiana Community Foundations award a grant so that the 49th Flight will be completely underwritten by Indiana Community Foundations.

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Please be specific as to how the requested funds will be spent:*
Grant funds will be used for:  Transportation costs - both for the chartered jet to and from Washington, DC and for the motor coaches while in DC  Meals while in DC  Keepsakes - Including T-Shirts, Books, Challenge Coins, Photographs, Throw Pillows
1,748 characters left of 2,000
If the full amount of your request cannot be granted, can partial funding be accepted?*  ☑ Yes ☐ No
If no, please explain:
1,000 characters left of 1,000
Is this a new or established program or project for your organization?*  Established

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Please list the Officers, Directors, or Trustees if the Organization*	
Cathy Berkshire - President	
Max Robison - Vice President	
Bill Weiss - Secretary	
John Bireley - Treasurer	
Adam Brouwer	
Mike Buhr	
Ben Clay	
Carl Huber	
Gene Languell	
Tom Meyers	
Brent Roddy Michael Thena	
Bill Turriff	
Aleta Weiss	
Aleta weiss	
9,776 characters left of 10,000  Does your organization have paid staff?*  ☐ Yes  ☑ No	
Number of full time:  # 0	
Number of part time:  # 0	
Will this grant involve the need for additional employees?*  ☐ Yes ☑ No	



	If yes, how many additional employees?
	Does your organization utilize volunteers?*  ✓ Yes
	□ No
	If yes, how many per year?
	# 60
	Is this organization affiliated with a religious organization?*
	Yes
	☑ No
	If yes, please list an explanation of affiliation to determine eligibility for the grant program:
	1,000 characters left of 1,000
	Is this organization a past grant applicant?*
	☐ Yes  ☑ No
NAV	

#### Approximate number of individuals or families served by the organization:\*

# 75000

#### Approximate number of individuals or families served by this grant request:\*

# 85

#### Please provide a brief statement of the mission, objectives, and history of the organization:\*

Honor Flight Northeast Indiana is a recognized independent hub of the Honor Flight network and was established in 2008 to raise funds and provide volunteers to take veterans from WWII and all wars after directly from Fort Wayne to Washington, DC. Upon arrival, motor coaches transport them to the WWII Memorial, as well as other memorials throughout the day, before flying them back home the same evening. All of the flights are completely funded by contributions from individuals, corporations and foundations. Honor Flight Northeast Indiana receives no funding from any level of the government - federal, state, or local.

History of the Honor Flight Network

In May of 2004, the WWII Memorial was completed and dedicated in Washington DC. This quickly became the topic of discussion among WWII veterans who were patients at a Department of Veterans Affairs clinic in Springfield, Ohio. Earl Morse, a Retired Air Force Captain who is also a Physician Assistant at the clinic, asked these veterans if they would ever travel out to visit their memorial. Most felt that eventually, somehow, they would make it. As time passed these same veterans returned to the clinic for their follow-up visits. Earl asked if they had visited the WWII Memorial. It was clear to most that it simply was not financially or physically possible for them to make the journey. Most of these WWII heroes were in their 80s and unable to complete a trip on their own. Earl could tell that the majority of the veterans had given up all hope of ever visiting the memorial that was created to honor their services and the services of their fellow comrades who paid the ultimate sacrifice. Honor Flight was created to ensure these WWII veterans could visit the memorial built in their honor.

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#### What specific population and/or geographic area will this grant serve?\*

This grant will serve 85 armed service veterans in Northeast Indiana. While we do not know if any veterans from Jay County will be going on Flight 49, we do know that 139 veterans have gone on the first 45 flights.

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Will this be an ongoing project?*
□ Yes
✓ No
Is yes, how will it be funded in the future?
2,000 characters left of 2,000
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Is this a one-time purchase?*
✓ Yes
□No
If yes, how will maintenance of the purchase items, if appropriate, be funded?
Flight 49 will occur on October 16, 2024 and the costs associated with the flight do not require an maintenance.
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#### How the project money will be spent:

#### 1. Please attach purchase estimate and/or project bids:\*

Application has to include two competitive estimates (where applicable) or will not be considered Upload a file [3 MiB allowed]

HFNEI Flight 49 project costs.pdf [189.4 KiB] ● (X Delete File)

#### 2. Please attach purchase estimates and/or project bids:\*

Application has to include two competitive estimates (where applicable) or will not be considered Upload a file ) [3 MiB allowed]

HFNEI Flight 49 project costs.pdf [189.4 KiB] ● ( X Delete File )

#### Project items:

Item	Item Amount
A* Transportation	\$ * 105,000.00
A Meals	\$ 8,500.00
A Keepsakes	\$ 11,500.00
A	\$
	125000



∨ Source of Funds
Your Organization's contributions:*
\$ 0.00
Source of funds:*
Pending  Comparison
Public Contributions or donations:*
\$ 0.00
Source of Funds:*
□ Pending
Loans:*
\$ 0.00
Source of Funds:*
□ Pending
☑ Committed
Government:*
\$ 0.00





Please specify:
None
Source of Funds:*
✓ Pending  ☐ Committed
The Portland Foundation:*
\$ 5,000.00
Other Foundations:*
\$ 120,000.00
Source of Funds:*
▼ Pending
Committed
Other Sources:*
\$ 0.00
3 0.00
Please specify:*
None
Source of Funds:*
□ Pending □ Committed





Total cost of project:*  This is your total program (project cost (not the total of the emount requesting from The Portland Foundation)	
This is your total program/project cost (not the total of the amount requesting from The Portland Foundation)  \$\\$\\$ 125,000.00\$	
Please attach your organization's most recent financial statements (audit, if available)*	
Upload a file [3 MiB allowed]	
HFNEI 2023 financials.pdf [187.1 KiB] ● X Delete File	
Attach your current annual budget, which also reflects year-to-date income and expenses*	
Upload a file [3 MiB allowed]	
HFNEI 2024 budget.pdf [185.3 KiB]   ▼ Delete File	
Have you been refused any funding for this request?*	
Yes	
▼ No	
If yes, please explain:	

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#### ∨ Financial Summary

#### What is your fiscal year?

Example: January, 2024 to December, 2024

January 1 to December 31

#### INCOME

Income	Current year actual	Current year budget	Prior year actual
Contributions	\$ 42,000.00	\$ 120,000.00	\$ 127,000.00
Fundraising	\$ 1,000.00	\$ 12,000.00	\$ 9,600.00
Grants	\$ 0.00	\$ 125,000.00	\$ 0.00
Earned Income	\$ 10.00	\$ 120.00	\$ 117.00
Other	\$ 0.00	\$ 0.00	\$ 0.00
Total Income	<b>a3010</b>	257120	136717





#### **EXPENSES** Expenses Current year actual Current year budget Prior year actual \$ Wages and related costs \$ 0.00 \$ 0.00 0.00 Utilities \$ \$ 0.00 \$ 0.00 0.00 \$ 41,667.00 Program expenses 500,000.00 500,000.00 \$ 0.00 \$ 0.00 \$ 0.00 Other 41667 500000 500000 **Total Expenses**

#### OTHER INFORMATION

Other Information	
Checking balance	\$ 25,000.00
Savings balance	\$ 5,000.00
Total endowments	\$ 0.00
CD/Investment balance	\$ 125,000.00

Explanation of any unusual expenses this month or so far this year:\*

None





Approximately how many individual donors do you have on a yearly basis?\*

# 50

What percentage of your total income is in the form of individual contributions?\*

# 25





#### ∨ Program Narrative

#### Collaborations:\*

Are you currently collaborating with other organizations to make your project/program/organization a success?

Yes v

#### If yes, please explain:

Honor Flight Northeast Indiana will be taking its 49th flight to Washington, DC on October 16, 2024. Honor Flight Northeast Indiana is submitting grant proposals to 19 Indiana Community Foundations in its service area to raise the \$125,000 needed for the flight.

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#### Tools to evaluate the program/project:\*

What tools will be used to evaluate the project (surveys, pre/post-tests, etc.)? What outcomes will be necessary to classify the project as a success?

The project will be a success when the 85 veterans and their guardians return to the Fort Wayne International Airport at the conclusion of Northeast Indiana Honor Flight 49. Honor Flight Northeast Indiana will have completed its mission for the 49th time in honoring the area veterans who have served in order to keep America free.

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#### Is the project necessary to your organization/Jay County:\*

What evidence do you have that illustrates that this program/project is necessary to your organization and, therefore, to the Jay County Community?

Through its first 45 flights, Honor Flight Northeast Indiana has taken 3,481 military veterans to Washington, DC to see the monuments and memorials built in their honor. Flights 46, 47, 48, and 49 are scheduled for 2024 and 340 veterans will be added to that total. Through the first 45 flights, 4% of the veterans were from Jay County. Hence the request of 4% of the cost of Flight 49.

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#### If you are awarded a grant, how do you propose to publicly acknowledge The Portland Foundation?\*

Honor Flight Northeast Indiana will acknowledge The Portland Foundation on its Facebook page and on its website. Local media outlets in all counties where funding is granted will be contacted about the community foundation's grant for the Honor Flight.

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#### How have you acknowledged support from The Portland Foundation in the past?\*

(If you are a past grant recipient)

We are not a past grant recipient.

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	sh to include that is pertinent to this grant request?  In for its consideration of our grant proposal as we work to honor those men and women who wore a uniform to provide us the freedoms we enjoy as Americans.
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<sup>'</sup> Signatures	
	resident (or equivalent):*
	resident (or equivalent):*
Signatures  Signature of the organization's Board P  Cathleen Berkshire  Contact person and title:*	resident (or equivalent):*

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# Questions?





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