

WELCOME TO 2024 LEADERSHIP CONVENTION

Session will begin soon



A graphic of the state of Utah with a white outline. Inside the outline, the words 'DEVELOP', 'ADVOCATE', and 'ENGAGE' are stacked vertically in large, blue, distressed-style capital letters. A vertical dark green bar runs through the center of the state, containing the word 'UTAH' in white, distressed-style capital letters.

DEVELOP
ADVOCATE
ENGAGE

UTAH

Develop programs, resources, and leadership skills that enhance the lives of all children, youth, and their families.

Advocate by speaking on behalf of all children and youth in schools, in the community, before governmental bodies, and before other organizations that make decisions affecting children.

Engage the public in united and equitable efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.

WRITING GRANTS

You can do it!



Utah Division of
Arts & Museums

FOUNDED IN 1899

BE SMART ABOUT SUBMITTING GRANT APPLICATIONS and REQUESTS FOR MONEY and RESOURCES



- **DO YOUR HOMEWORK FIRST!**
- **Do not wait until the week before, two days before, one day before, the afternoon of, one hour before the time the grant is due to start exploring what your grant requires.**

SERIOUSLY!

Do you have the whole application?

Documents, signatures, etc.

Past reports. How are decisions made, panels, individuals?



- **Read all instructions and guidelines! Many grant applications are not granted because the applicant did not read the instructions or follow them. (font size, required documentation, evidence of status)**
- **Make sure your organization is eligible to apply. (Unit in good standing, non-profit, etc.)**
- **Follow ALL the instructions and guidelines! Call in advance if electronic login and password are required. Multiple writers?**
- **If you have any questions AFTER you read all instructions and guidelines, call or email the staff contact and ask. Answering and helping is their job!**

- **Fill in ALL the blanks. Be very careful about using N/A (non-applicable) in any blank. There is a reason that information is requested.**
- **Answer ALL narrative questions. Some single questions may have multiple parts. FINISH answering the entire question.**
- **Do not be generic and grandiose, answer specifically. Use examples, facts, specific anecdotal information, and references. Do not make promises that cannot be kept, be realistic and pragmatic. Do NOT whine. Funders shy away from desperation.**

- **If the grant application requires goals, be specific and create goals with outcomes you will be able to measure. Use “behavioral” words such as demonstrate, describe, present, design, know, define.... Words such as enjoy, appreciate, “have fun,” celebrate, are difficult to measure. Also, if required, define how you will measure success.**
- **Write clearly and succinctly. Make every word count. Do not exaggerate or sound desperate. PLEASE DO NOT lie, disguise or be overly effusive and insincere. Be honest and candid. Today, too many things can be verified.**
- **Do not present in the first person, “I.” Most grants do not go to applicants that make it look like everything was the idea of one person. In reality most projects are never solitary endeavors, (unless the application is an individual grant.)**

- **If asked for documentation (i.e. photos, videos, list of board members, IRS status, etc.), provide it and follow the instructions for how to include it (uploaded, attached, live links, mail hard copies, etc.)**
- **If asked for letters of support from the principal or head of an arts organization, make sure it is on letterhead, dated and signed. If asked for other letters of support, do not write letters for others. Have everyone write their own letters and SIGN and DATE them.**
- **If budgets are requested, CHECK your math. Make sure the request is within their limits and for that which they fund. Do not ask for playground equipment or stage curtains if they only fund literacy materials or artistic services but not travel for artists. Pay attention to limits. If they only fund up to \$10,000, do not ask for \$70,000...**

- **If they require matching funds, make sure you know what part is cash and what part may be considered in-kind funds (anything you would have to buy but you do not have to because some individual, business or funder is giving you, such as baked goods, printing services, costumes, videography). Some grantors allow volunteer hours for such tasks as making costumes, building sets. Pay attention to what % must be cash vs. in-kind.**
- **If they ask for the source of matching funds, provide that specific information. (PTA funds, family foundation, local business partner, someone's grandma, school photo money, Trust Lands, etc.) The more matching funds, the better your chances.**
- **Have others read the narrative for clarity or overuse of acronyms and insider jargon, grammar, and spelling.**

- **If grant or award staff or corporate staff offers advance submission review, submit it early for feedback and revision. Pay attention to any suggestions and revise accordingly. If funding is denied, ALWAYS ask for panel comments and learn.**
- **Do not ask for extensions and exceptions. SUBMIT everything on TIME!! Electronic applications now are timed to stop accepting applications past their due date.**

Never forget, some of our best grant writers have been and are individual artists, PTA moms, volunteers who love to write about great projects.

YOU CAN DO THIS!

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