

Grant Writing Services

Who We Are

The Peace River Regional District (PRRD) and the District of Hudson's Hope have contracted Adlard Environmental to provide Grant Writing services for not for profit community groups located in the Regional District. This service is completely FREE to you.

Grant funding is available for not for profit community groups, however, most organizations are low in volunteers, and as a result, are not always able to prepare and submit the applications need to apply for the funding.

That's where the Grant Writers (Adlard Environmental) comes in. With experience in securing over 14 million dollars in funding, they know how overwhelming and discouraging the grant writing process can be, and they are here to help.

The Newsletter

The newsletter is a way for the Grant Writers to share information with community groups regarding:

- Upcoming Events
- Important Deadlines
- Information and Resources

How Grant Writing Works

Grant Writers provide support to communities by preparing applications to access funding.

The key to a successful Grant Writer is the ability to form partnerships with the community groups. By working together, the Grant Writers will:

- Ask questions about your project and organization
- Assist with developing your project need.
- Assist with developing your budget
- Develop a draft proposal
- Match your project to potential funders
- Write the grant application



What We Need from You

In order for the Grant Writers to be able to write a complete and persuasive draft proposal that will get the attention of the funder, they will need three main things from you.

Lead Time: Grant proposals are big projects and the Grant Writers are planning on supporting a lot of community groups. This means they need you to initiating the process well before the deadline.

Leg Work: It is important that community groups understanding their project and how it relates to the community. Well thought-out timelines and budgets are vital. While the Grant Writer can support you with developing your budget; tracking down the numbers is your job. This includes things like getting quotes and understanding the ability of the organization to provide other resources for the project, such as in-kind donations.

Reviewing: When the draft proposal is completed, the Grant Writers will rely on you to review and refine the proposal and determine if the Grant Writers got it right. The proposal is on your behalf and no one will understand the project better than you.

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Where To Begin

The first step is to recognize the needs of your organization and community, and then develop an idea on how to meet that need.

Once you have an idea in mind, you can contact Adlard and you will begin to work together.

Adlard Environmental has put together a worksheet to help organize your thoughts and figure out what information you need to gather.

A filled-out worksheet is a great starting point and resource to email or bring to a meeting with the Grant Writer. It will help move the project along and ensure that everyone has the same information. It's alright if there are parts you're unsure about or don't have all the information for yet. That's where they come in.

Frequently Asked Questions

- 1. How much does this cost?** Adlard Environmental is paid by the PRRD, so the Grant Writing Service is completely **FREE** to you.
- 2. What is "leverage"?** Funders want to know that they are not your only source of income. "Leverage" is funding and in-kind donations from other sources for the same project. Generally, you can use money from one grant as leverage for another related application.
- 3. What does "in-kind" mean?** In kind donations are anything that isn't money. This includes things like volunteer labor, services, materials, and equipment.
- 4. What grants are we eligible for?** There are a lot of different types of grants available. Each one has a unique set of criteria that the applicant must meet. These are things such as health and safety, energy efficiency, economic development, community halls, etc. In general, it's best to contact us so we can give personalized recommendations based on your project, need and community groups. We can help you apply to the best funders for your specific situation.

- 5. When are the deadlines?** Each grant has its own deadlines. Some of them are very short windows, while others may accept applications all year round. Depending on the complexity of the grant, and supporting documents required by the funder, the Grant Writer could require up to 6 weeks advance notice. Chances are, if you missed the deadline of a particular grant, there will be another available grant that you can apply for.
- 6. Can we use grants to fund operational costs such as utilities, administrative costs, and insurance?** Usually funders won't cover operational costs. They want to know that your organization can financially sustain itself so that their money will have a long-term impact in the community.
- 7. Can you help with Grants-in-Aid applications?** No, the PRRD has staff to support applications for PRRD sponsored grants. You can reach them at prrd.dc@prrd.bc.ca or 250-784-3200.

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Success Stories

Shout out to the North Peace Fall Fair Society and Hudson's Hope Public Library for already having applications sent out. It's too early to have heard back from funders, but we should have some proper success stories within the next few months.

Contacting Adlard

Have questions, or want to get started on grant writing for your organization? Does your organization have an upcoming event you want to share? Give us a shout. Email is best, but we're also available to call or text.



Adlard Environmental

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PEACE RIVER
 REGIONAL DISTRICT

prrd.bc.ca

Upcoming Grant Workshops

Adlard Environmental is hosting four interactive workshops on grants and grant writing for not for profit community groups, to be held:

- June 11th from 2-4 pm at the Montney Community Hall
- June 11th from 7-9 pm at the Charlie Lake Community Hall
- June 12 from 2-4 pm at the Rolla Community Hall
- June 12th from 7-9 pm at the McLeod Community Hall

All the sessions will be similar, so you only need to attend one. It would be best if a few people from your organization could come, but we understand that may not be possible.

The sessions are **FREE**, but please RSVP with your name(s) and organization to cdbh@adlardenvironmental.ca or call 867.456.7596 (land line) by June 6th. This allows us to tailor the session to the needs of the groups attending.