Grant Writing and Management

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Grant Training Curriculum November 16, 2026 - April 5, 2027

Prepared for The Salmonid Restoration Federation

Note: All the Online Webinars are 3-5pm

Understanding Grant Types and Project Formation

Monday, November 16, 2026

Objective: Participants will gain skills in the pre-application steps needed to plan and implement a successful grant-funded project and the importance of team building and community engagement. We will explain examples of a logic model, mind map, and other tools to use as a guiding document as the grant proposal is being developed and then later as a tracking tool for project implementation. They will learn to follow a basic overall formula in developing the grant proposal and will review different sites including grants.gov to demonstrate where to find grants that fit their desired project. We will also discuss the differences between different kinds of grants so that participants can see which may be most appropriate for their project or where they may be able to leverage funding.

Orientation and Introductions

Types of Grant Opportunities and Their Shared Similarities and where they differ

- What makes a good project? How does your project fit in with others in your area? What do you need to be competitive? Where should you collaborate? Who are your potential partners?
- Know Your Resources and capacity
- Convene Partners / Collect Data Relevant to Your Project

- Strategic Planning / Community Approach
- Introducing your project to Tribal Council and other Departments
- Develop a Simple Logic Model or other planning tool
- Reach out to prospective funders
- Guest Speaker

The Compelling Narrative

Objective: Participants will gain skills in the technical aspects of stand-out grant writing - including how to incorporate effective taxonomy - and will learn how to structure a grant narrative. Small group work will give practice in how to read the NOFO, how to break down the structure, planning for scoring criteria, and peer review. This will be based on NOFO breakdown.

In Person Full-Day Workshop Thursday, December 3 in Humboldt County

Please bring NOFOs or RFPs for grants you are interested in even if they are not currently open or are something you are not quite ready to apply for. It will give us something concrete to workshop with. Please bring laptops if you have them to work on the small group exercises. Please close email applications and other distractions on them.

<u>Morning Session</u>

- Introductions/ Welcome
- Overview - Components of the Grant Application
- The Order in Which to Develop the Grant Proposal: The importance of carefully reviewing required attachments and scoring sheets for project types
- Explore Notices of Funding Opportunities (NOFO) and Requests for Proposals (RFP): Notice the details
- Small group exercise: Using the NOFO to structure your Grant Writing

<u>Afternoon Session</u>

- Discussion at tables during exercise: Notes on Technical and Persuasive Writing
- Small group exercise: Formatting the Narrative
- Review and Discuss the table exercise: The Grant Narrative and Its Components
- Formatting the Narrative
- Closing

The Compelling Narrative Part 2

Objective: This will build off of the structural components of the in-person workshop and get into more details. Participants will learn how to employ storytelling as an effective method in developing a compelling, persuasive proposal that is clear, informative, and able to fully engage the reviewer. They will learn how to locate and incorporate local, regional, state, and national data to strengthen an application; incorporate references; and use anecdotal information, photos, and other attachments to connect the reviewer to project beneficiaries where allowable.

Tuesday, December 15, 2026

- Finish of any questions and discussion from the in person session that we may have run out of time for
- The Storytelling Approach for Successful Grant Awards
- The importance of using concrete examples of things that provide something the reviewer can relate to
- Project Justification and the Needs Statement
- Capacity and Competencies
- The Federal Narrative writing versus what differs when you are writing a foundation grant

The Approach - What you will do and how you will do it.

Objective: By the end of this section, participants will understand how to develop project goals, objectives, outputs, indicators, and performance measures and how they are used to create an effective work plan for a grant-funded project. Participants will be able to clearly understand what they want in their project and correlate that to the funder's goals.

Tuesday, January 5, 2027

- The Overarching Goal
- The Specific Project Goal
- Understanding the goals and priorities of your funder and how to make sure those are incorporated in your proposal
- Measurable Objectives

The Approach - When you will do it and how that success is being recorded.

Objective: Participants will be able to develop and employ a work plan as a living document to guide the project from conception to successful fruition. They will be able to readily establish a timeline for projects ranging from specific to complex and from single to multi-year using a variety of formats, including the Gantt chart required by some agencies and foundations. Looking at how to do a timeline in chart format with milestones and deliverables for those as required by others.

Tuesday, January 19, 2027

- Plans, Timelines
- The Evaluation Plan – Summative and Formative Models
- The Work Plan - Objectives, Strategies, Outputs, Outcomes, Performance Measures
- Timeline
- Examples of each component, Sample Work

Don’t overpromise yourself: How to create a sustainable project

Objective: Participants will learn the importance of making sure the proposal fits not only their goals, but their capabilities and capacity to complete the project. Review and peer review your proposal. Understand the dangers of using AI for review, this is not the same as a peer, it does not understand the intricacies of your project or your capabilities, and where to use it (ie. spell check). Plan for the future to see how this project can fit into others, how funds can be leveraged, and how you can create a sustainable project. Look at where you may have roadblocks and plan ahead to resolve them.

Tuesday, February 2, 2027

- Reviewing your proposal, where to avoid using AI and risks associated with AI created text (Guest Speaker TBD)
- Capabilities
- Capacity
- Resolution of Challenges
- Sustainability

Completing the Successful Grant Proposal

Objective: Participants will learn to effectively present the strengths and fi*scal capacity of the applicant organization and the capabilities and hierarchical responsibilities of staff and stakeholders as they pertain to a particular project.*

At the end of this session, participants will also have learned what attachments add strength to an application, as well as those that don't, and will be able to create their own portfolio of supportive grant application documents for the communities they serve.

Tuesday, February 16, 2027

- The Project Abstract
- Supporting Documents
- Writing the Abstract, Resolving Challenges, Plan for Sustainability
- Develop a Final Logic Model - The Project Portrait and Tracking
- Getting approval from Tribal Council

Develop the Proposal Budget

Objective: Participants will be able to develop a federal, state, or foundation grant budget using the standard fiscal forms provided by certain agencies as well as to develop and format a self-directed budget for a single or multi-year grant proposal. Participants will learn how to employ the draft budget as the guided document for development of other application components and how to write budget justifications and a clear budget summary.

Tuesday, March 2, 2027

- Understand the GSA re: Budget Requirements
- The Budget and Budget Justification / Single Year and Multi-Year Projects
- Determination and Proper Formatting

Develop the Budget: Practice and Practical Tips

Objective: Using Excel to create a budget template. Where to start on budget formation. How to do the justification in word. What should you work on first, who should be part of budget formation? These are all questions that participants will learn the answers to. Discussion is welcome so if you have had any unusual things that needed to be added to a budget please feel free to share how you made that work. Participants will understand what goes in IDC, what goes in equipment versus supplies, and how to pivot based on the type of grant the application is being prepared for.

Tuesday, March 16, 2027

- Develop an Effective Budget - in Excel and Word
- Writing the Budget Justification
- NOFO budget criteria
- Sub-contractor budgets
- Budgeting for Permitting

Manage Your Grant Award

Objective: Participants will learn the structured post-award implementation and monitoring of the grant award, how to submit timely reports, and maintain compliance to ensure all activities follow grant guidelines. They will learn to monitor progress toward performance goals. For project close-out they will gain skills to reconcile expenditures, prepare for potential audits, and manage steps for project close-out.

Tuesday, March 23, 2027

- Review and Respond to the Grant Award Notice and Contract
- Develop the Working Timeline
- Budget Establishment and Tracking
- Adherence to the NOFO and Your Logic Model
- The importance of a kickoff meeting with staff and partners.
- Grant management tracking and assigning duties

Continued grant maintenance, managing changes, and closeout

Objective: Participants will learn how to create internal monitoring systems to ensure duties are being completed. Participants will learn the importance of funder communication, early work towards changes or extensions if they are required, fulfilling reporting and compliance requirements, and setting up internal systems to make this easier. Staying out of hot water on project work and fiscal management.

Monday, April 5, 2027

- Project Execution and Monitoring
- Evaluation Procedures
- Project Adjustments / Extensions
- Grant Reporting and Compliance
- Grant Close-out Procedures
- Grant spending best management practices
- Audits and record keeping
- Thank you, closing, discussion