



# Grant Writing 101: Key Insights and Strategies

## Introduction to Grant Writing

- **Importance:** Essential for securing funding
- **Challenges:** Requires practice, research, and competitive spirit
- **Reality:** Even well-written grants can be rejected



# Workshop Takeaways

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1. Conduct effective prospecting
2. Understand the anatomy of a grant proposal
3. Learn pro tips for successful grant writing



# CHPRD Overview



Established: 1975 to support New Jersey's Hispanic communities

Increase investment in Hispanic Community-Based Organizations



Mission: Improve quality of life and empower the Hispanic community

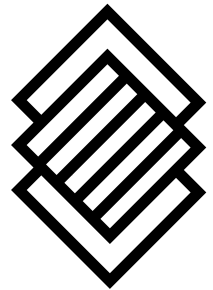
Develop public/private partnerships



Goals:

Facilitate training and employment opportunities

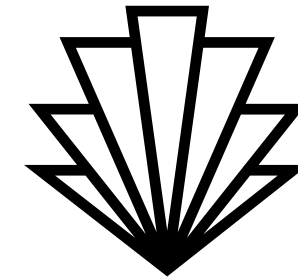
# Prospecting Strategies



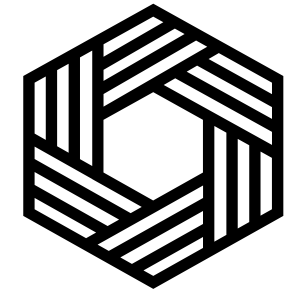
**Be Proactive:  
Continuous  
research, not crisis-  
driven**



**Prioritize: Organize  
needs and funding  
priorities**



**Research: Use  
databases to identify  
potential funders**



**Build Relationships:  
Engage with funders  
through events and  
meetings**

# Sources of Funding

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**Federal and State: Strict guidelines, formal reporting**



**Private Foundations: Relationship-based, innovative funding**



**Corporate Philanthropy: Aligned with corporate interests**





# CHPRD Funding Categories

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- Hispanic Entrepreneurship
- Citizenship and Integration
- Workforce Development
- Youth Workforce Investment
- Community Service
- Health and Wellness

# Research and Analysis

**Deep Dive:  
Understand  
funder history  
and requirements**

**Key Questions:  
Eligibility, project  
alignment, and  
execution  
capacity**



# Building Relationships

**Engage Funders: Contact program officers before applying**

**Sustain Relationships: Maintain long-term connections for continued support**





**Components:**

# Anatomy of a Grant Proposal

- Letter of Intent
- Cover Letter
- Statement of Need
- Program Description and Methodology
- Goals and Objectives
- Budget and Budget Narrative
- Key Personnel and Attachments



# Writing Effective Proposals



**Statement of Need: Use data and urgency to highlight importance**



**Program Description: Comprehensive, clear, and concise**



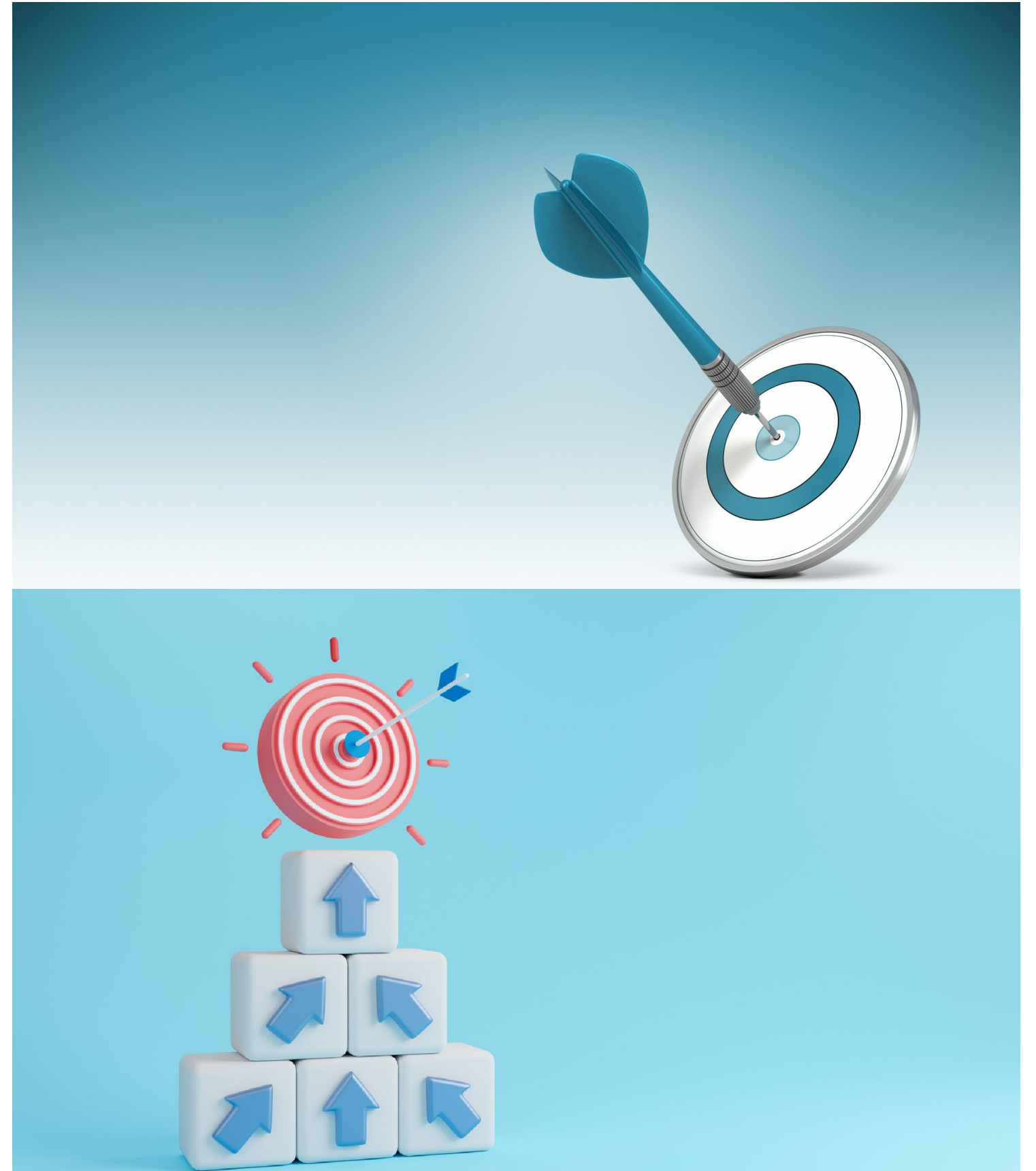
**Methodology: Detailed action plan, explaining the program's approach**



# Goals and Objectives

**SMART Criteria: Specific, Measurable, Attainable, Relevant, Time-based**

**Balance: Align goals with funder priorities and project capabilities**



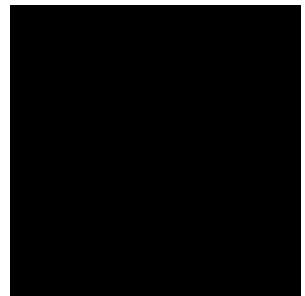
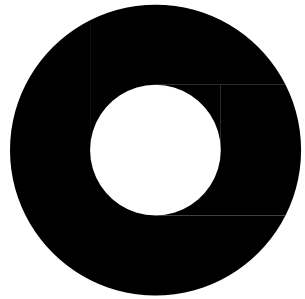
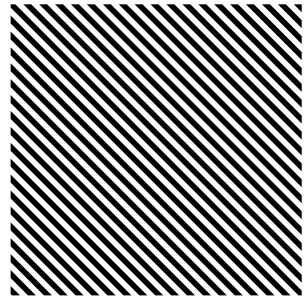
# Evaluation and Success

**Evaluation: Quantitative and  
qualitative measures**

**Success Narrative: Highlight  
achievements and funder  
impact**







# Sustainability and Budget



- **Sustainability:** Plan for project continuation beyond initial funding
- **Budget:** Clear, detailed, and directly tied to program goals

# Key Personnel and Stewardship



**Key Personnel: Highlight  
team qualifications and roles**



**Stewardship Plan: Detail  
how you will acknowledge  
and promote funder support**



# Tips for Successful Grant Writing



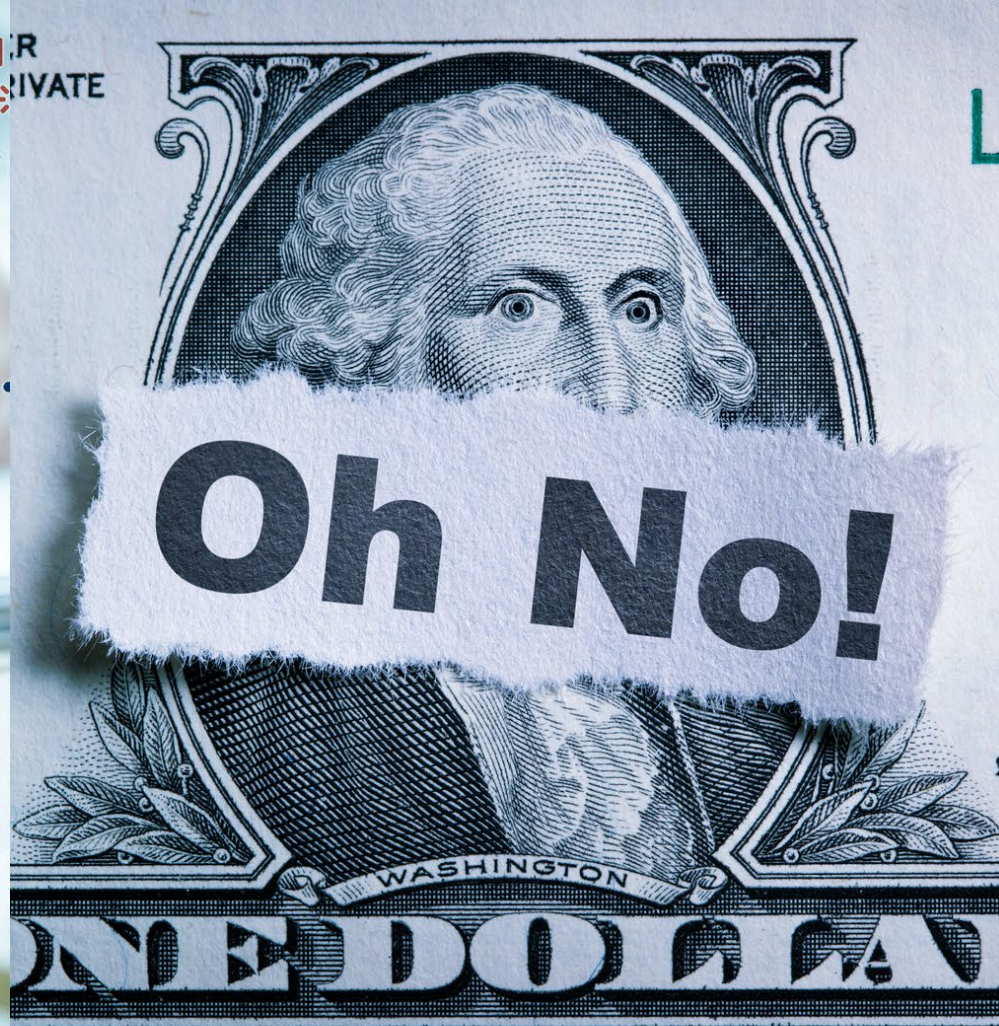
- 01** Readability: Use bullet points and visuals
- **02** Editing: Review for clarity and grammar
- **03** Be Concise: Avoid unnecessary words
- **04** Plan Ahead: Submit well before deadlines
- 05** Team Effort: Collaborate with departments and stakeholders

# SAGE System Overview



- 01** Purpose: Used for creating and submitting grant applications
- **02** Access: Authorized officials and agency administrators manage user access
- **03** Application Process: Initiate applications during the grant cycle, submit via SAGE
- **04** Tools: Management tools for user access, document status, and error checking
- 05** User Roles: Authorized Official, Agency Administrator, Agency Staff





# Common Mistakes



- Missing deadlines
- Ignoring instructions
- Poor research and methodology
- Unrealistic goals and budgets



# Final Thoughts

**Persistence: Apply, learn, and improve**

**Relationships: Key to long-term funding  
success**





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