



## Grant Writing for All Your Park District Needs

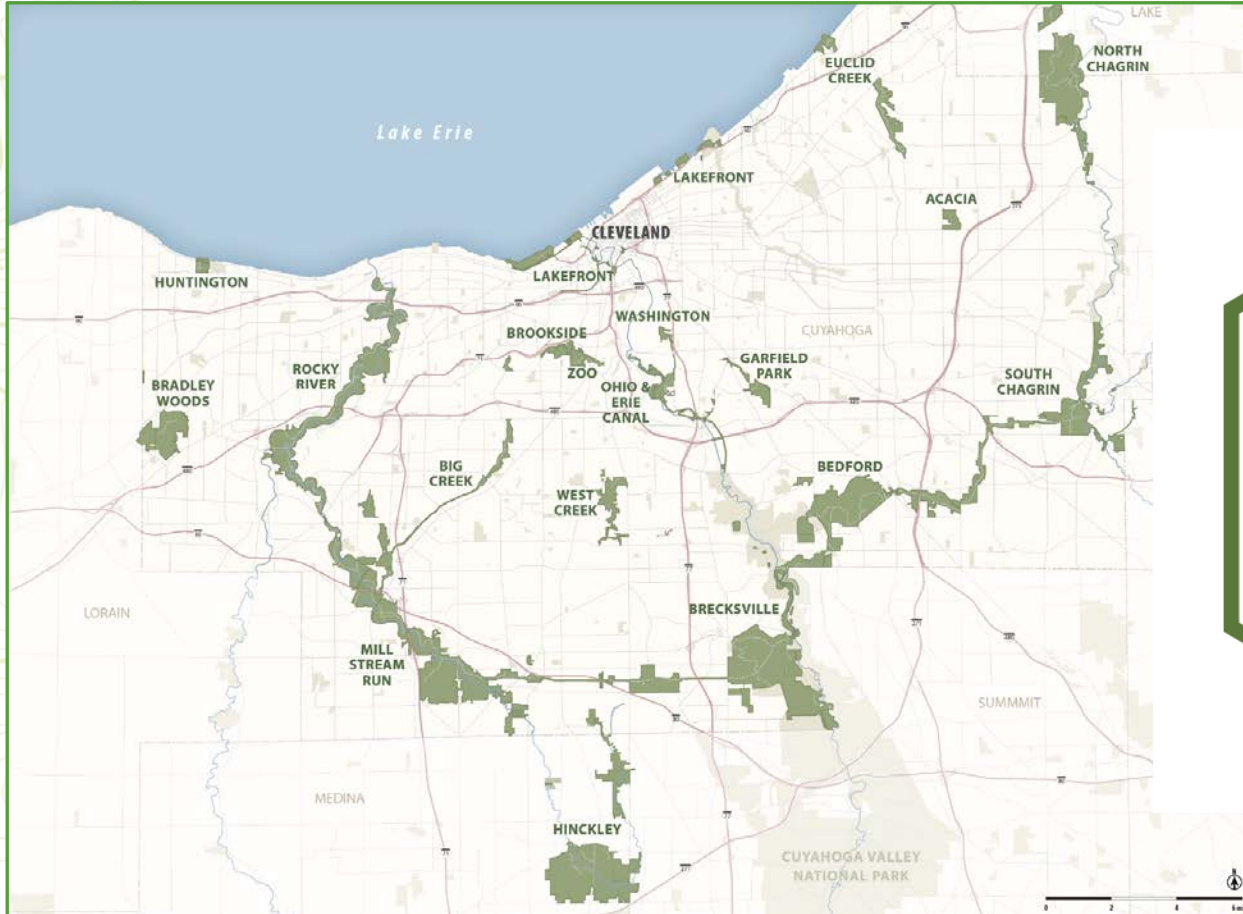
Kristen Trolio  
Director of Grants

February 1, 2023





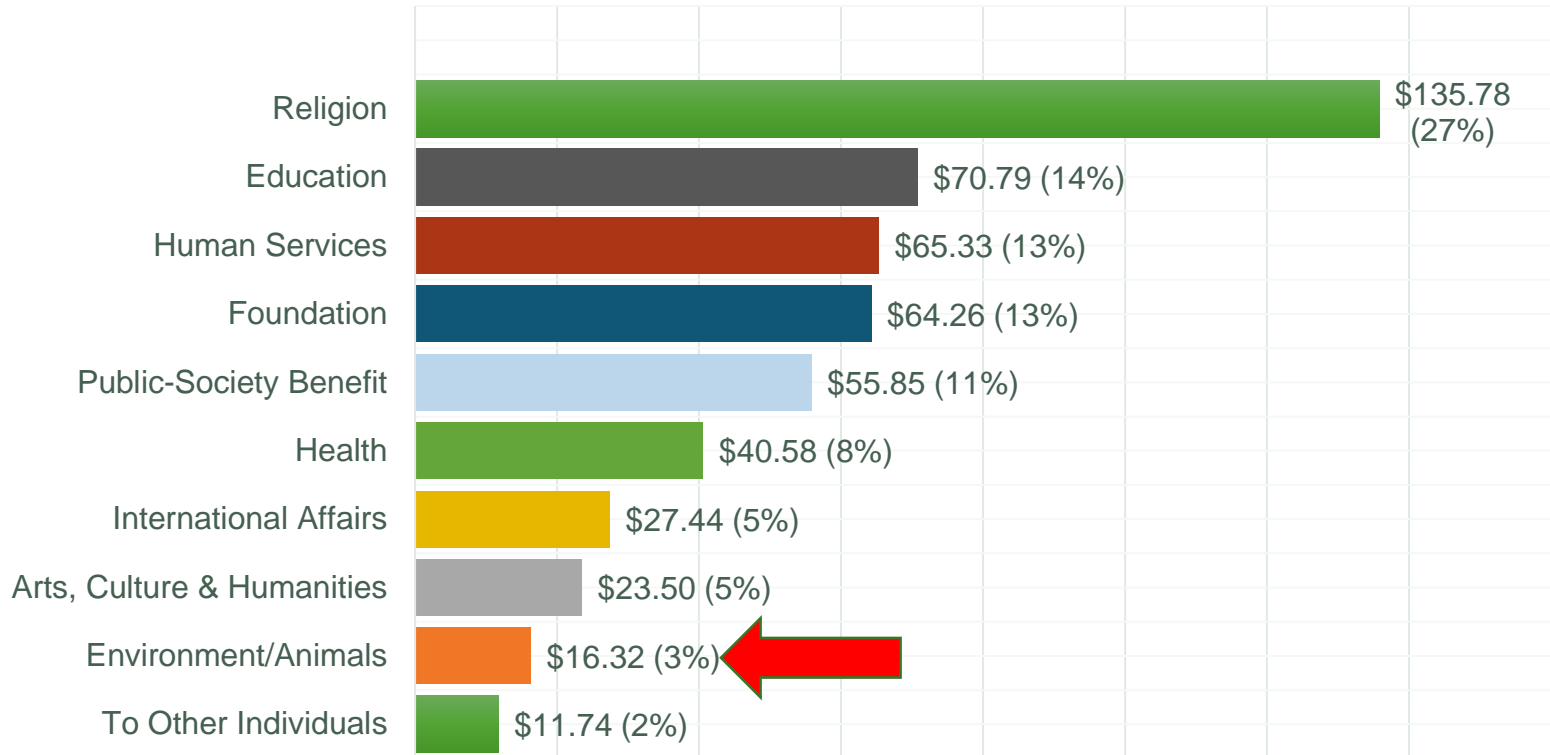
# Cleveland Metroparks



# The Gift of Nature: Philanthropy in the United States

## WHERE DO PEOPLE GIVE?

*2021 Donations in Billions*

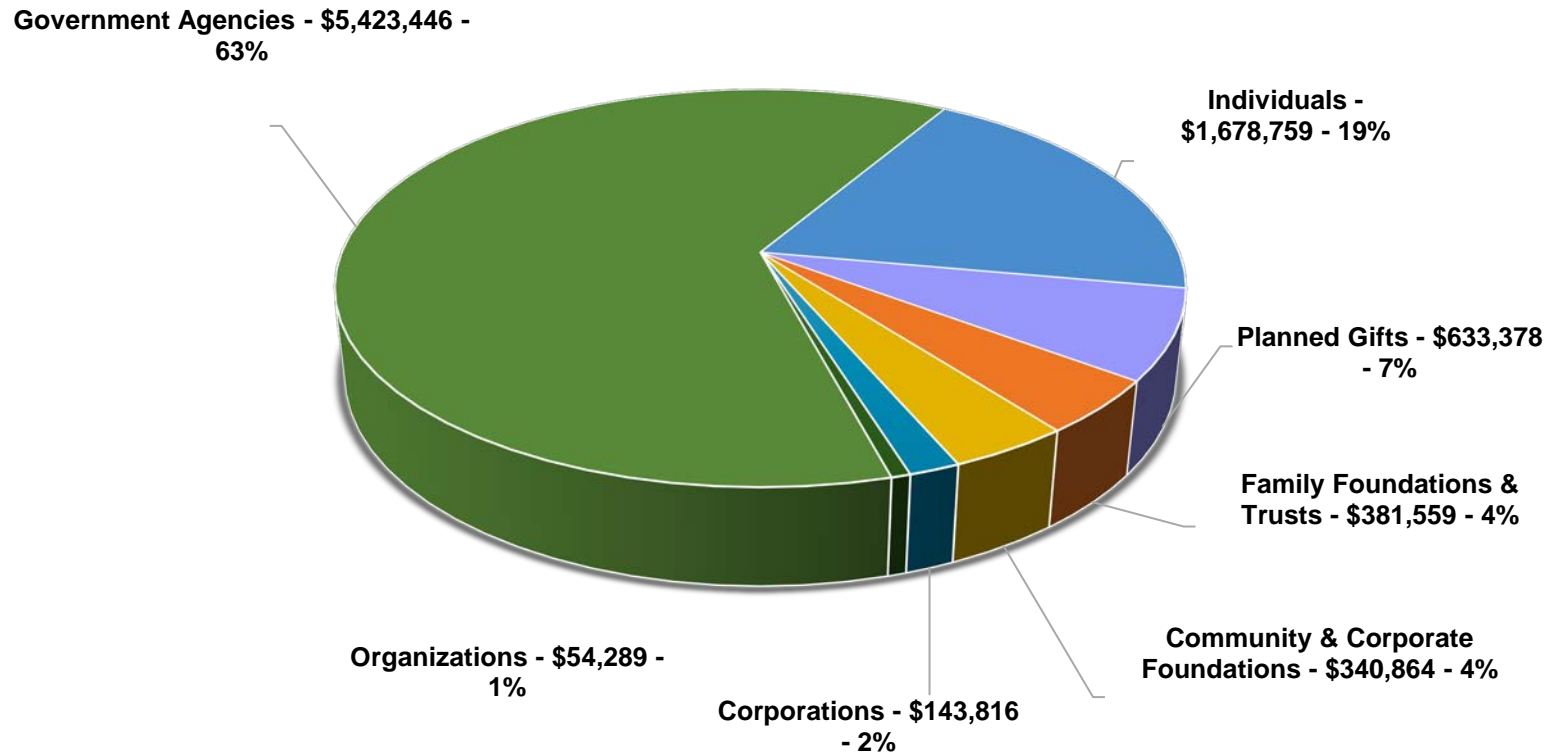


Source: Giving USA 2022

# The Gift of Nature: Philanthropy at Cleveland Metroparks

## SOURCES OF GIVING: 2021

*Total Giving: \$8.65 Million*



Source: 2021 Giving History

# Government Grants

- Federal
  - US Environmental Protection Agency
  - US Forest Service
  - US Fish and Wildlife Service
- State
  - Ohio Department of Natural Resources
  - Ohio Environmental Protection Agency
  - Ohio Criminal Justice Services
- Local
  - Cuyahoga County Solid Waste District





# Identify an Opportunity


Resources: [www.grants.gov](http://www.grants.gov)


The screenshot displays the Grants.gov search results page. The search criteria include the keyword 'great lakes', Opportunity Number, and CFDA. The results are sorted by Relevance (Descending) and show 190 matching results. The table lists various opportunities, including those related to Great Lakes restoration and cooperative agreements.

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
F23AS00165	F23AS00165-Aquatic Invasive Species Interjurisdictional Grants to the Great Lakes States and Tribes - Fiscal Year 2023 Great Lakes Restoration Initiative	DOI-FWS	Posted	01/20/2023	12/31/2023
F23AS00163	F23AS00163 - Aquatic Invasive Species Grants to Great Lakes States - Fiscal Year 2023 Great Lakes Restoration Initiative	DOI-FWS	Posted	01/20/2023	12/31/2023
F23AS00164	Aquatic Invasive Species Grants to Great Lakes Tribes - Fiscal Year 2023 Great Lakes Restoration Initiative	DOI-FWS	Posted	01/26/2023	12/31/2023
NOAA-NOS-ONMS-2023-2007760	Great Lakes Bay Watershed Education and Training (B-WET) for Indigenous Communities	DOC	Posted	12/19/2022	03/01/2023
G23AS00138	Cooperative Agreement for CESU-affiliated Partner with Great Rivers Cooperative Ecosystem Studies Unit	DOI-USGS1	Posted	01/10/2023	02/10/2023
G23AS00140	Cooperative Agreement for Affiliated Partner with Great Basin Cooperative Ecosystem Studies Unit (CESU) Program	DOI-USGS1	Posted	01/05/2023	02/06/2023
P23AS00132	NPS Cooperative Ecosystems Studies Units (CESU) Master Cooperative Agreements	DOI-NPS	Posted	12/22/2022	12/31/2027
PD-23-1650	Biological Oceanography	NSF	Posted	12/13/2022	
W912DR23R0012	Raystown Lake Conservation Interns	DOD-COE	Forecasted	12/15/2022	
G23AS00044	Cooperative Agreement for CESU-affiliated Partner with Great Plains Cooperative Ecosystem Studies Unit	DOI-USGS1	Posted	01/04/2023	02/06/2023
G23AS00157	Cooperative Agreement for CESU-affiliated Partner with Great Plains Cooperative Ecosystem Studies Unit	DOI-USGS1	Posted	01/12/2023	02/13/2023
G23AS00190	Cooperative Agreement for CESU-affiliated Partner with Great Basin Cooperative Ecosystem Studies Unit	DOI-USGS1	Posted	01/25/2023	02/27/2023
G23AS00187	Cooperative Agreement for CESU-affiliated Partner with Great Lakes-Northern Forest	DOI-USGS1	Posted	01/25/2023	02/27/2023

# Identify an Opportunity

## Sign up for listservs!

**NFWF**



*Piping plover*

**Grant Funding Opportunities**

NFWF is currently seeking grant proposals for the following funding opportunities. For questions, please reach out to the point of contact mentioned in the Request for Proposals.

**Five Star and Urban Waters Restoration Program 2023 Request for Proposals**  
Full Proposal Due Date: January 31, 2023 by 11:59 PM Eastern Time

NFWF and partners are pleased to solicit applications for the 2023 Five Star and Urban Waters Restoration program. This grant program seeks to develop community capacity to sustain local natural resources for future generations by providing modest financial assistance to diverse local partnerships focused on improving water quality, watersheds and the species and habitats they support. Approximately \$1.6 million will be awarded in grants nationwide. [Learn more](#)

**Klamath Basin Salmon Restoration 2023 Request for Proposals**  
Pre-Proposal Due Date: February 9, 2023 by 11:59 PM Eastern Time

NFWF is soliciting proposals for conservation projects which will restore salmon habitat in the Klamath River mainstem and key tributaries. **NFWF** is expected to award up to \$500,000 for Klamath River Program projects and \$500,000 for Trinity River Program projects. **NFWF** is expected to award up to \$7,040,000 for Shasta Valley Program projects. [Learn more](#)

**Longleaf Landscape Stewardship Fund 2023 Request for Proposals**  
Full Proposal Due Date: February 9, 2023 by 11:59 PM Eastern Time

NFWF is soliciting proposals to restore, enhance and conserve longleaf pine and bottomland hardwood forests within the historical longleaf pine range. Approximately \$18.9 million in grant funds is expected to be available in 2023. Grant awards are expected to range from \$250,000 to \$3,000,000. [Learn more](#)

**Coral Reef Conservation Fund 2023 Request for Proposals**  
Pre-Proposal Due Date: February 9, 2023 by 11:59 PM Eastern Time

### Candid.

#### Philanthropy News Digest

January 20, 2023

### RFP Bulletin

This week's RFP Bulletin from Philanthropy News Digest includes funding opportunities in the areas of agriculture/food, arts and culture, children/youth, community development, education, elementary/secondary education, environment, health, higher education, housing, Indigenous Peoples/Native Americans, medical research, mental health, racial equity, and religion.

To browse or search hundreds of recent RFP opportunities, visit the [RFP](#) section of our website.

### New RFPs

#### Agriculture / Food

##### Foundation for Food & Agriculture Research invites applications for 2023-26 FFAR Fellows Cohort

Posted: January 16, 2023

**Deadline:** February 22, 2023

The fellowship program offers leadership and professional development training to PhD students studying food and agriculture-related sciences in the United States and Canada....

#### Arts / Culture

##### Oregon Community Foundation invites applications for creative projects

Posted: January 19, 2023

**Deadline:** February 15, 2023 at 5:00 p.m. PT (Letters of Inquiry)

Grants of up to \$100,000 over two years will be awarded in support of new and innovative performances, exhibitions, programs, and other works of art and culture....

##### South Carolina Arts Commission invites applications for Traditional Arts Apprenticeship Initiative

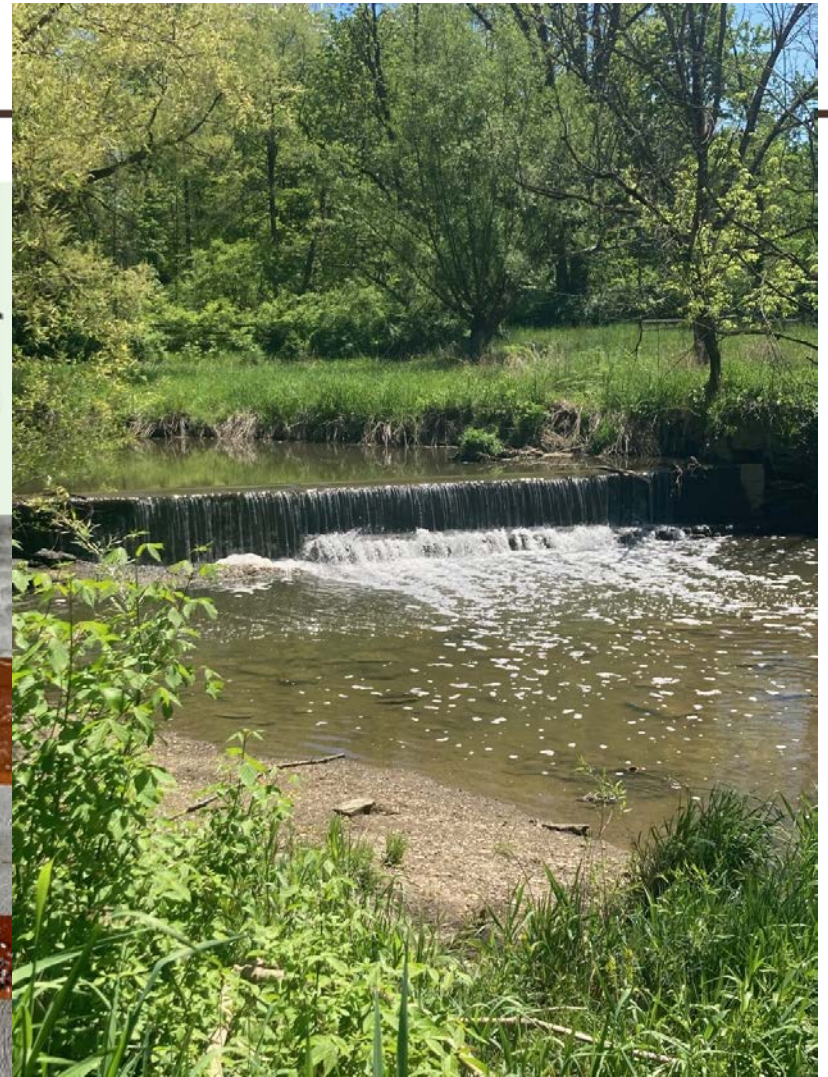
Posted: January 19, 2023

**Deadline:** February 24, 2023 (Intent to apply)

The program supports the passing of traditional artistic and cultural knowledge from mentors to apprentices....



# Identify a Project...





# Identify a Project...





# Identify a Project...



# Elements to Consider...

- Timeline
- Match requirements
- Board resolutions
- Staff resources necessary for project
- Necessary partnerships/MOUs/agreements





# Timelines

- Grant deadline 😊
- Are there registrations needed to submit the grant?
  - Are you registered in grants.gov?
- Is it a two-step application process?
- Award date
- Timeline for project completion

# Match Requirements

- Most federal sources require an 80/20 match
  - The project is \$500,000
  - The grant pays for \$400,000
  - Your organization pays for \$100,000
- How can meet your match requirement?
  - Cash
  - Labor
  - Equipment
  - Volunteers
- Foundations – Bonus! Match is rarely required!



# When match aligns.....

Good things happen!





# When match aligns.....

Good things happen!



# Staff Resources

- Staff labor can often be used to meet match requirements
  - Include fringe benefits
- Equipment rates can also count towards match
- Keep in mind:
  - Signage – will someone need to design or print?
  - Volunteers
  - Maintenance
  - Monitoring
  - Program staff





# Additional Documents

- Board resolutions – required for many public grants
- MOUs or partnership agreements
- Ecological assessments
- Appraisals or review appraisals
- Financial certifications
- Letters of support

# Letters of Support



February 11, 2020

Mr. Brian Zimmerman, Chief Executive Officer  
Cleveland Metroparks  
4101 Fulton Parkway  
Cleveland, Ohio 44144

Re: Trash Free Great Lakes, Great Lakes Restoration Initiative

Dear Mr. Zimmerman:

The Northeast Ohio Regional Sewer District (District) supports your application to the Great Lakes Restoration Initiative's Trash Free Waters 2020 program. Through the Regional Stormwater Management Program, the District has been constructing and supporting projects that improve water quality in Lake Erie and across our region. This proposed project for modifications to the storm sewers and catch basins in Euclid Beach Park is critical to maintaining a clean beach and a clean Lake Erie. Your solutions will not only collect debris, but will filter pollutants, including microplastics, from stormwater before it reaches the beach and the lake.

Cleveland Metroparks is a key partner to the District on both planning and implementation projects. The staff of the Cleveland Metroparks and the District often collaborate to successfully plan and construct green infrastructure projects and stream restoration projects that benefit water quality in our region. Your input to watershed planning is important and respected, and we value our working partnership. Your recently constructed green infrastructure projects at Wildwood Park in the Euclid Creek Reservation and at the Metroparks Administration Building were highly successful and provides me with confidence that this project will also be well-designed and well-executed.

We support the efforts of our partner organizations like Cleveland Metroparks that work to protect critical areas, retrofit existing infrastructure, and support a healthy Lake Erie.

Thank you for your efforts to keep our rivers and lakes free from trash and pollutants.

Sincerely,

A handwritten signature in blue ink, appearing to read "Frank Greenland", with a stylized flourish at the end.

Frank Greenland  
Director of Watershed Programs  
Northeast Ohio Regional Sewer District

groups  
ervation organizations  
S

# Key Elements of a Grant Proposal

## Needs statement

- SELL YOUR PROJECT
- Tell the reader why YOUR project should be funded

## Example:

- The existing catchbasins in the parking area capture stormwater from a  $\pm 3.32$ -acre paved area. Sediment, pollutants, and debris carried in the stormwater currently are discharged onto the adjacent public beach area via two stormwater outfalls.
- The physical shoreline of these parks lacks beneficial in-water and nearshore habitat and as a result, lacks natural means of shoreline protection. The current shoreline is hardened with boulder walls, breakwaters, and bulkheads and does not contain adequate areas for wave dissipation, means to break energy associated with storm events, or areas to adjust to lake level fluctuations.



# Key Elements of a Grant Proposal

## Organization Information

- Mission: Cleveland Metroparks mission is to protect nature, connect communities, and inspire conservation of our world.
  - How does your project relate to your mission statement?
- History
- Current programs or statistics

**Example:** Cleveland Metroparks was established in 1917 to provide open greenspace for the people of Greater Cleveland and to preserve the natural resources of the region. Today, the Park District consists of more than 24,440 acres in 18 reservations. Cleveland Metroparks is often referred to as the “Emerald Necklace” because it encircles the City of Cleveland and its suburbs with diverse greenspace and natural ecosystems.

# Key Elements of a Grant Proposal

## Project Narrative or Justification

- Provide project details
- Who, what, where, when, and how
- Expand on your needs statement
- Use statistics to support your proposal
- **BE SURE TO ANSWER THE GRANTOR'S QUESTIONS!**

From NatureWorks Application: Why is the project needed? What is the existing problem? How will the project solve this problem or address the need? Need should be identified using specific local data and not just a general statement. Discuss local supply and demand - rather than only regional or national information. Community-wide surveys, master plans for specific sites, participation studies, socio-demographic trends, or other public input will have priority over general statements of need. Photographs and/or other visual aids are encouraged.



# Key Elements of a Grant Proposal

## Goals and Objectives

- What are your goals and how will you achieve them?
- How will you measure success?
- Are your goals attainable within the grant period?

### Example:

The goals of this project are:

1. Increase QHEI score from 74.5 (Good) to 80 (Excellent)
2. Decrease modified BEHI scores from the current range of 26.0 (High) - 37.0 (Extreme) to 7.75-15.5 or better (Low) erosion index.
3. Reduce TMDL pollutant loadings by an estimated 612 tons/year sediment, 612 lbs./year phosphorous, and 1224 lbs./year nitrogen.

# Key Elements of a Grant Proposal

## Goals and Objectives

### Example:

The success of this project will be evaluated in the following ways:

- 1) Stabilization of streambank and decrease in erosion as measured by continued BEHI evaluations.
- 2) Establishment of vigorously growing riparian vegetation to effectively stabilize streambank.
- 3) Post-construction QHEI to determine improvements in stream habitat as a result of this project.
- 4) Feedback from collaborators regarding attainment of project goals and objectives.



# Key Elements of a Grant Proposal



# Key Elements of a Grant Proposal

## Timeline

Include major milestones such as:

- Release RFP
- Award bid
- Complete design
- Commence construction
- Plant trees
- Engage volunteers
- Install signage
- Hold ribbon-cutting
- Submit reports





# Key Elements of a Grant Proposal

## Budget and Budget Narrative

**BE SURE TO READ THE ELIGIBLE *AND* INELIGIBLE COSTS FOR THE GRANT PROGRAM!**

Is staff time eligible?

Can you include fringe benefits?

Can you include cost of living increases for multiple year grants?

Is there a limit on amount for supplies?

Are equipment purchases eligible?

Are expenses for events eligible?

What construction components can you include?

# Key Elements of a Grant Proposal

## Budget and Budget Narrative

Are you performing the work in-house? Or with a contractor?

Are design and engineering fees eligible?

Are marketing expenses eligible?

Can you include overhead or administrative costs?

Can you include research and monitoring?





# Key Elements of a Grant Proposal

## ***Probable Construction Cost Estimate***

### ***Old River Farm Picnic Area Accessibility Upgrades North Chagrin Reservation***

DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL PRICE
Concrete Removal	SF	1750	\$2.50	\$4,375.00
Excavation for new walk (300'x5'x12")	CF	55	\$50.00	\$2,750.00
6" 304 stone (300'x5'x6")	CY	28	\$55.00	\$1,540.00
6" concrete	SF	3500	\$5.50	\$19,250.00
Subgrade compaction and grading	SF	3500	\$1.50	\$5,250.00
Topsoil/restoration	Lump	1	\$4,500.00	\$4,500.00
ADA drinking fountains	Ea	1	\$2,500.00	\$2,500.00
ADA grills	Ea	2	\$250.00	\$500.00
ADA picnic tables	Ea	5	\$275.00	\$1,375.00
Natureworks sign	Ea	1	\$100.00	\$100.00
Contingency (10%)				\$4,214.00
			TOTAL	\$41,979.00

# Key Elements of a Grant Proposal

BUDGET CATEGORIES	GRANT AMOUNT	LOCAL MATCH	TOTAL PROJECT COST (Grant + Match)
<b>SALARIES</b> (itemize by type of employee or other classification)			
N/A			\$ -
			\$
			\$
			\$
			\$
<b>SALARIES Subtotal</b>	\$ -	\$ -	\$
<b>FRINGE BENEFITS</b> (itemize by type of employee or other classification)			
N/A			\$
			\$
			\$
			\$
			\$
<b>FRINGE BENEFITS Subtotal</b>	\$ -	\$ -	\$
<b>SALARIES AND FRINGE BENEFITS Subtotal</b>	\$ -	\$ -	\$
<b>TRAVEL</b>			\$
			\$
<b>EQUIPMENT</b> (list any item over \$5,000; items valued at less than \$5,000 should be listed under Supplies & M)			
N/A			\$
			\$
			\$
			\$
			\$
<b>EQUIPMENT Subtotal</b>	\$ -	\$ -	\$
<b>SUPPLIES &amp; MATERIALS</b> (itemize)			
Educational signage		\$ 300	\$
			\$
			\$
			\$
			\$
<b>SUPPLIES &amp; MATERIALS Subtotal</b>	\$ -	\$ 300	\$
<b>OTHER DIRECT COSTS</b> (itemize; may include items such as insurance, meeting costs, phone, printing, commur)			
N/A			\$
			\$
			\$
			\$
<b>OTHER DIRECT COSTS Subtotal</b>	\$ -	\$ -	\$ -
<b>CONTRACTUAL SERVICES</b> (list each contractor, consultant, or landowner payment/cost-share amount separately)			
Construction contract	\$ 200,000	\$ 144,534	\$ 344,534
			\$ -
			\$ -

DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL PRICE
Pavement Sawcutting	1070	lf	\$5.00	\$5,350.00
Pavement Removal (12" deep)	610	cy	\$25.00	\$15,250.00
Concrete and Rip Rap Removal (12" deep)	115	cy	\$25.00	\$2,875.00
Treatment Area Excavation (4" deep)	1,750	cy	\$15.00	\$26,250.00
2" Electrical conduit reroute	380	lf	\$15.00	\$5,700.00
12"x24" handholes	12	ea	\$300.00	\$3,600.00
8" Underdrain	480	lf	\$15.00	\$7,200.00
Storm Sewer Bulkheads for Bubblers	6	ea	\$500.00	\$3,000.00
CB 2-3	6	ea	\$750.00	\$4,500.00
CB Adjusted to Grade	6	ea	\$250.00	\$1,500.00
12"x60" Containment Structure	150	lf	\$65.00	\$9,750.00
Modified soil (11,900sfx2.5'deep)	1,100	cy	\$65.00	\$71,500.00
Treatment Area Plantings	1	lump	\$15,000.00	\$15,000.00
Treatment Area Mulching	1	lump	\$5,000.00	\$5,000.00
Pavement Repair from Construction Activities				
ODOT 254 1-1/2" pavement grinding	10,400	sy	\$3.50	\$36,400.00
ODOT 448 Surface asphalt (1-1/2")	430	cy	\$165.00	\$70,950.00
Tack coat (0.09 gal/sy)	936	gal	\$2.00	\$1,872.00
Parking Stall Striping	1	lump	\$5,000.00	\$5,000.00
Straw waddles	1,400	lf	\$1.50	\$2,100.00
Sod perimeter	1	lump	\$8,500.00	\$8,500.00
Topsoil Restoration	100	cy	\$35.00	\$3,500.00
Seeding and Mulching	7,750	sf	\$0.50	\$3,875.00
Mobilization	1	lump	\$5,000.00	\$5,000.00
Project Signs	1	lump	\$300.00	\$300.00
Contingency (10%)				\$30,862.20
			TOTAL	\$344,834.20



# Key Elements of a Grant Proposal

Cleveland Metroparks In-kind support				
Item (x3 program years)	Unit cost	# units	Total Cost	Notes
Additional naturalist support	\$ 28.35	1000	\$ 28,350	summer camp, community events, after-school programs (500 hours, \$21/hour plus fringe = \$28.35/hr.)
Food from Greater Cleveland Food Bank (summer)	\$ 25.00	90	\$ 2,250	90 campers
Food from Greater Cleveland Food Bank (OST)	\$ 10.00	150	\$ 1,500	150 youth
Program support from Cleveland Public Library	\$ 100.00	25	\$ 2,500	
Program support from Ohio Sea Grant	\$ 100.00	25	\$ 2,500	
Use of space at Cleveland Public Library	\$ 300.00	25	\$ 7,500	
Use of space at Wildwood Marina	\$ 300.00	24	\$ 7,200	\$300/day
Transportation support from Cleveland Metroparks	\$ 1,000.00	25	\$ 25,000	
Wildwood Marina staff support (Food Bank delivery)	\$ 15.00	48	\$ 720	\$15/hr., 2 hours/day, 24 days
Staff assist from Outdoor Recreation for summer camp	\$ 33.75	162	\$ 5,468	Recreation Specialist, \$25/hr. plus fringe, 6 hours/week, 2 staff/week in summer plus 90 hours school year
Administrative support	\$ 40.00	200	\$ 8,000	NCNC manager, information specialist, OE director, average hourly rate plus fringe = \$35/hour
Marketing support	\$ 50.00	50	\$ 2,500	
Park management support	\$ 35.00	100	\$ 3,500	
<b>TOTAL</b>			<b>\$ 96,988</b>	
Year 1 In-kind support	\$ 96,988.00	As listed above		
Year 2 In-kind support	\$ 114,538.00	Add 25% of Lead Naturalist salary and fringe		
Year 3 In-kind support	\$ 132,088.00	Add 50% of Lead Naturalist salary and fringe		

# Key Elements of a Grant Proposal

## Alignment with Plans

- Does your project align with a master plan for your park or municipality?
- Does your watershed have an approved NPS-IS plan?
- Are there larger, regional plans to discuss?
  - Cuyahoga Greenways Plan
  - Great Lakes Restoration Initiative Action Plan
- Has there been any public input on the project?



# Key Elements of a Grant Proposal

## Sustainability

How will you maintain the project after the grant period ends?

What will you learn from your project that will inform future work?

## Data Sharing

How will you disseminate project results?



# After your Grant Award....

## STEWARDSHIP!

Send updates (and not only when reports are due)!

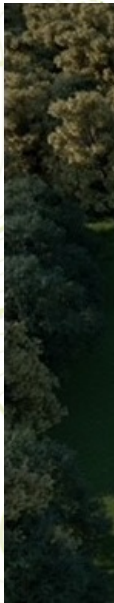
Thank your program officers!

Invite your contacts to events!





# Recent Grant-Funded Projects



# Resources



Greater Cleveland Chapter ☺  
Central Ohio Chapter (Columbus area)  
Great Lakes Virtual Chapter  
Greater Cincinnati Chapter  
Miami Valley Chapter (Dayton Area)

<https://grantprofessionals.org>



# Resources

**Candid.**

Things you can do

About us



## Get the information you need to do good.



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<https://candid.org/>





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216-635-3244

**THANK YOU!**

