



Have you applied for a Sustainable Jersey grant in past cycles, but have yet to receive funding and wonder how you can improve your odds? Do you have a project in mind that you need grant funding to accomplish, but aren't sure how to craft a proposal that will be successful? This workshop will provide guidance and insight into what makes a good grant proposal and how to leverage other sources of funding to maximize your project budget and resources.

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#### PROPOSAL SECTIONS/EVALUATION CRITERIA

**Project  
Description**

20 Points

**Project Team  
Members**

10 Points

**Action Plan &  
Timeline**

20 Points

**Community  
Engagement**

10 Points

**Project Impact**

20 Points

**Budget**

20 Points

# IMPROVE YOUR ODD: GRANT WRITING WORKSHOP

PROJECT DESCRIPTION

PROJECT TEAM MEMBERS

COMMUNITY ENGAGEMENT

PROJECT IMPACT

BUDGET NARRATIVE

# IMPROVE YOUR ODD: GRANT WRITING WORKSHOP

## BUDGET



### Grants Program Budget Template

Updated June 2018



The sample budget template is available here in an editable form. It is provided for your convenience. You do not have to use this template to meet our requirements but you must include an itemized budget in your application. Simply insert rows in each section if you have additional line items. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Source column. If the total cost of the project is greater than the grant funds requested, then please identify the amount and source(s) of this funding in the Other Funding Source column. In addition, in the Budget Narrative please identify what the other funding sources are and if the funding has been secured.

**Applicant Name:**

**A. SALARIES, WAGES, AND FRINGE BENEFITS**

Name	Title	Hours	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
<b>Total Municipal Salaries</b>			\$ -	\$ -	\$ -

**B. SUBCONTRACTORS/CONSULTANT COSTS**

Subcontractor/Consultant	Role in Project	Period of Performance	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
<b>Total Subcontractor/Consultant Cost</b>			\$ -	\$ -	\$ -

**C. ITEMIZED EQUIPMENT**

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
<b>Total Equipment Cost</b>			\$ -	\$ -	\$ -

**D. ITEMIZED SUPPLIES**

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
<b>Total Cost of Supplies</b>			\$ -	\$ -	\$ -

**E. OTHER ITEMIZED EXPENSES**

Item	Justification	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
<b>Total Other Expenses</b>			\$ -	\$ -	\$ -

<b>TOTAL PROPOSED BUDGET</b>			\$ -	\$ -	\$ -
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## Grant Application Proposed Project Action Plan

*Please use this form to outline the specific steps or tasks needed to complete the proposed project. It should begin with the key planning tasks and end with project evaluation and completion of the final grant report. Per the terms of the grant, the project needs to be completed within the grant performance period.*

Steps/Tasks that the Project Team will take to Complete the Proposed Grant Project	Team Member Responsible	Target Completion Date
<b>Planning Steps</b>		
1.		
2.		
3.		
<b>Implementation Steps</b>		
1.		
2.		
3.		
<b>Community Outreach Activities</b>		
1.		
2.		
3.		
<b>Evaluation and Reporting Steps</b>		
1.		
2.		
3.		