



# Advance Brampton Fund APPLICATION WORKSHOP NEW & SMALL PROJECTS

October 4, 2023  
Presenter: Dinah Laprairie



# Tonight's topics

1. Are You Grant Ready?
2. Investing in Grant Success
3. Making Your Case



# Are you 'grant ready'?

UNDERSTAND YOUR COMMITMENT



# Strategy & Execution

Before you apply, ask yourself:

1. Does this project support our long-term goals?
2. Which **resources** do we need to meet those goals?
3. Do we have the **capacity** to manage a grant?



# Strategy & Execution



## More specifically:

- ✓ Do we have the ability to live up the funding agreement (recognition of funding, final report)?
- ✓ Do we have other funds or resources available to make sure the project is successful?
- ✓ Do we have the people to manage the money, sign the cheques when needed? Good recordkeeping?
- ✓ Is our staff able to put aside some of their current work to carry out the project?

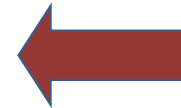
Are you in  
alignment?



Check the guidelines!

# What are your funder's priorities?

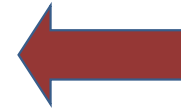
Arts and Culture	
Priority Area Focus:	Support Inclusive Artistic Expressions: Building Brampton's identity as a creative city with a vibrant and diverse artist community.
Eligible Project Types:	Arts and Culture projects that align with and support the City's <a href="#">Culture Master Plan</a> by: <ol style="list-style-type: none"><li>1. Contributing to the development of a creative community of artistic practice in Brampton through educational and networking opportunities for artists and the creative community or,</li><li>2. Providing opportunities for the production and/or presentation of artistic work in Brampton</li></ol>



Find the City's priorities for 2024 funding on pp. 8-11 of the 2024 Guidelines booklet

## Other Important Links and Information

- [City of Brampton Culture Master Plan](#)
- [Region of Peel Neighbourhood Information Tool](#)
- [City of Brampton Community Safety Action Plan](#)



Look for other supporting strategies and priorities from your funder.



Go to your  
people

Do you have support of:

- Your Board of Directors?
- Program staff?
- Proposed partners?

*Most importantly...*


- The people you serve!





# Invest in Grant Success

FROM IDEA TO PLAN



New and Small Projects Stream	
<b>2024 Funding Stream Budget:</b>	Intake 1 \$125,000   Intake 2 \$125,000 <i>(Intake 2 is pending Council approval of 2024 Municipal Operating Budget).</i>
<b>Purpose:</b>	To support new and/or small projects that align with the outlined City priorities. This stream best supports new projects or projects that have been run before and have small funding needs.
<b>Open to:</b>	<ul style="list-style-type: none"> <li>• Registered Charities</li> <li>• Incorporated Non-Profit Organizations</li> <li>• Unincorporated Non-Profit Organizations</li> </ul>
<b>Available Funding:</b>	<p>Up to \$5,000 in project directed funds. This stream can provide 100% of <u>eligible</u> project expenses and <u>does not</u> require matching contributions.</p> <p><i>See section 5.5 Ineligible Expenses to learn more about expenses that can not be paid with Advance Brampton Fund funding.</i></p>
<b>Grant Term:</b>	Projects must take place between January 1, 2024, and December 31, 2024.
<b>Application Intake</b>	<p>Bi-Annual for 2024</p> <p>First Call Opens: October 2, 2023 First Call Closes: October 30, 2023</p> <p>Second Call Opens: February 29, 2024 Second Call Closes: March 28, 2024</p> <p><i>*Second Call is pending Council approval of 2024 Municipal Operating Budget.</i></p>
	<i>See section 6.1.1 Important Dates - Bi-Annual Call for Applications: New/Small Project Stream for full application schedule.</i>
<b>Project Close Out Report</b>	Organizations must be able to submit a Project Close Out Report by no later than February 11, 2025.

\*Pending Council approval of 2024 Municipal Operating Budget



Plan.

## The 4 R's of Planning



### Research

What do the experts say?

### Reach out

What expertise do you need?

### Relationship-building


Is this project better with partners?

### Resources

What do you need to meet project outcomes?



# Research.

- What is the assessment criteria?
  - Look for past awards
  - Call the grants officer
  - Has anyone else done a project like yours?
  - Is there research to back up this great idea?
  - What are the local, provincial and federal policies and positions? (ex: City of Brampton)
- 



# The Idea

“

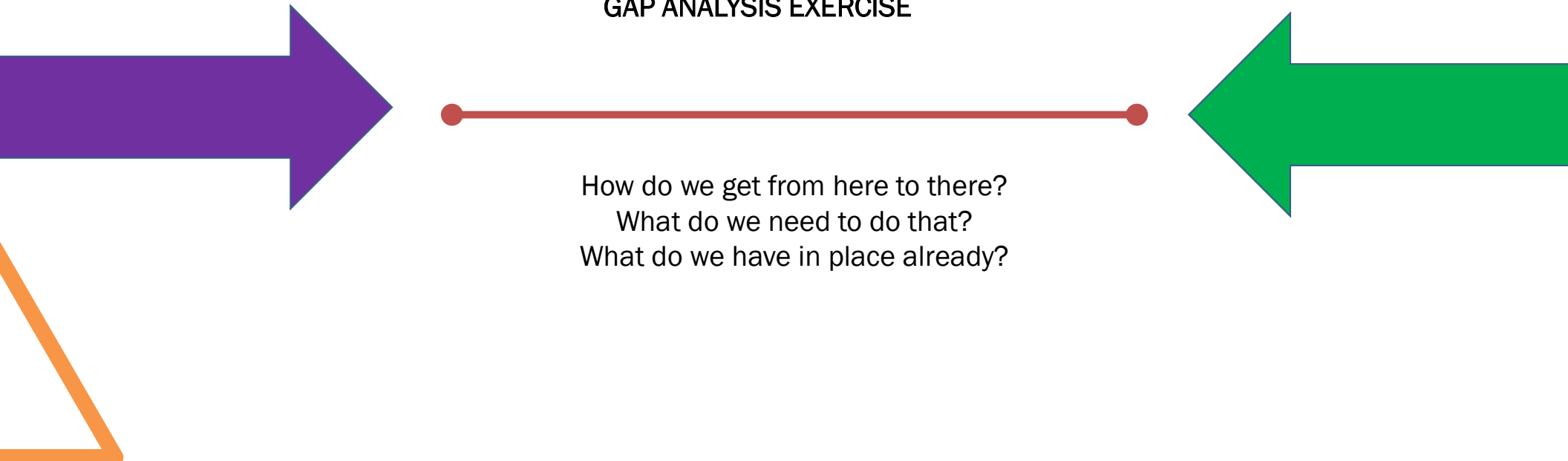
Our members told us they want to learn how to cook healthy meals. We will offer 8 sessions on food preparation to show people how to cook.

”






# Ask for input.

## GAP ANALYSIS EXERCISE



The diagram illustrates a Gap Analysis Exercise. It features a horizontal red line with two red dots at its ends. To the left of the line is a large purple arrow pointing right, and to the right is a large green arrow pointing left. Below the line, three questions are listed. In the top right corner, there is a small purple semi-circle. In the bottom left corner, there is a partial orange triangle.

How do we get from here to there?  
What do we need to do that?  
What do we have in place already?



Kitchen Workshops ★  
July to Dec → Workshop Planning  
+ Prep  
Nov to Dec → Promotion,  
Registration  
February → 8-week workshop  
Feb., May → Surveys  
May → Evaluate project,  
Report to funder

Plan it.





Plan it.

## Work Plan

**Project title:** Cooking-at-Home Skills for Low-Income Parents in ABC Neighbourhood

**Applicant:** XYX Community Organizaiton

Dates	Activities
<b>Objective: Organize project resources</b>	
July-August 2023	Project planning
Sept-Oct	Coordinate donation from grocer
Oct-Dec	Workshop Preparations - Confirming workshop details, sourcing equipment/supplies, recruitment of Kitchen Assistant
Oct-Dec	Prepare evaluation tools
Nov-Jan	Promotion of workshops; Registration
January 2024	Selection of participants
<b>Objective: Deliver high-quality skills development workshop series</b>	
<b>Workshops begin</b>	
February 1-7	<i>Pre-project evaluation survey</i>
Feb 7	Workshop 1: Introduction to Community Kitchen & Safety; Recipe selection
Feb 21	Workshop 2: Three Ingredients, Three Meals
Mar 6	Workshop 3: Use Your Freezer
Mar 20	Workshop 4: Balanced Meals
	<i>Mid-term evaluation survey</i>
Apr 3	Workshop 5: Cooking for a Holiday

# Plan it.

## Work Plan

**Project title:** Cooking-at-Home Skills for Low-Income Parents in ABC Neighbourhood

**Applicant:** XYZ Community Organization

Dates	Activities	Who	Resources Needed
<b>Objective: Organize project resources</b>			
July-August 2021	Project planning	Program Coordinator, Community members, Executive Director	Personnel
Sept-Oct	Coordinate donation from grocer	Program Coordinator	Personnel
Oct-Dec	Workshop Preparations - Confirming workshop details, sourcing equipment/supplies, recruitment of Kitchen Assistant	Program Coordinator	Personnel
Oct-Dec	Prepare evaluation tools	Program Coordinator, Executive Director, Dietician	Personnel
Nov-Jan	Promotion of workshops; Registration	Program Coordinator	Personnel; Office Supplies;
January 2022	Selection of participants	Program Coordinator, Kitchen Assistants	Office supplies
<b>Objective: Deliver high-quality skills development workshop series</b>			
<b>Workshops begin</b>			
February 1-7	Pre-project evaluation survey	Program Coordinator, Participants	Office supplies
Feb 7	Workshop 1: Introduction to Community Kitchen & Safety; Recipe selection	Dietician, Kitchen Assistant, Participants	Personnel, Kitchen equipment & supplies; child care
Feb 21	Workshop 2: Three Ingredients, Three Meals	Dietician, Kitchen Assistant, Participants	Personnel, Kitchen equipment & supplies; child care
Mar 6	Workshop 3: Use Your Freezer	Dietician, Kitchen Assistant, Participants	Personnel, Kitchen equipment & supplies; child care
Mar 20	Workshop 4: Balanced Meals	Dietician, Kitchen Assistant, Participants	Personnel, Kitchen equipment & supplies; child care

TIP: Attach resources and people to every activity.



If you identify these now, you can build a better budget.

# Plan it.

	<i>Mid-term evaluation survey</i>	Program Coordinator, Participants	
Apr 3	Workshop 5: Cooking for a Holiday	Dietician, Kitchen Assistant, Participants	Personnel, Kitchen equipment & supplies; child care
Apr 17	Workshop 6: Dessert & Fruit	Dietician, Kitchen Assistant, Participants	Personnel, Kitchen equipment & supplies; child care
May 1	Workshop 7: Batch Cooking	Dietician, Kitchen Assistant, Participants	Personnel, Kitchen equipment & supplies; child care
May 15	Workshop 8: Participant Choice	Dietician, Kitchen Assistant, Participants	Personnel, Kitchen equipment & supplies; child care
<b>Workshops end</b>			
<b>Objective: Showcase participant success in community</b>			
May 17	Community potluck & showcase	Dietician, Kitchen Assistant, Participants, Program Coordinator, Executive Director, other staff	Personnel, Kitchen equipment & supplies; child care
<b>Objective: Evaluate project, report to stakeholders and community.</b>			
May 17-25	<i>Post-project evaluation survey &amp; interviews</i>	Program Coordinator, Participants	Office supplies
25-May	Review success of project; Report to funder; Report to Exec. Director and Board of Directors	Program Coordinator, Dietician, Kitchen Assistant	n/a

TIP: Build measurement and evaluation into your work plan. Show its importance!





<b>Revenue</b>	
Dieticians Association Grant	2000.00
Healthy Communities Fund (MPP)	1000.00
XYZ Community Organization – In-kind	900.00
This funding request	3808.40
Donations – Cash	1000.00
Participant fees	240.00
	<b><u>Total \$8948.40</u></b>
<b>Expenses</b>	
Personnel	3598.40
Kitchen Rental	800.00
Equipment & Supplies	2850.00
Administration & Marketing	1700.00
	<b>Total \$8948.40</b>

Estimate.

# Budget.

## BUDGET

**Project title:** Cooking-at-Home Skills for Low-Income Parents in ABC Neighbourhood

**Applicant:** XYX Community Organizaiton

REVENUE		
	Item	Total
<b>Earned Revenue</b>		
	Fees	Workshop Fees - \$20 x 12 participants
		\$240.00
		<b>Subtotal</b>
		<b>\$240.00</b>
<b>Private Sector Revenue</b>		
	Individual Donations	Anonymous donor (confirmed; received)
		\$500.00
	Corporate Donations & Sponsorships	Food donation from grocer (see letter of support)
		\$500.00
	Foundation Grants and Donations	Dieticians of Canada grant (see confirmation letter attached)
		\$2,000.00
	Fundraising Events (gross)	
		\$0.00
	In-kind Contribution	In-kind contribution: Program Coordinator time 30 hours x \$30/h
		\$900.00
		<b>Subtotal</b>
		<b>\$3,900.00</b>
<b>Government Revenue</b>		
	Municipal	<b>This request</b>
		<b>\$3,808.40</b>
	Provincial	Healthy Communities Fund, MPP
		\$1,000.00
	Federal	
		<b>Subtotal</b>
		<b>\$4,808.40</b>
		<b>TOTAL REVENUE</b>
		<b>\$8,948.40</b>

TIP: If you have confirmed other sources of funding, point it out. Some funders will ask you to attach letters of support or confirmation.

CHECK: Is your request in line with the guidelines?

# Budget.

EXPENSES			
<b>Personnel</b>			
Dietician	Wages (Covered by Dieticians of Canada grant, see above)		\$2,000.00
Kitchen Assistant	8 sessions x 4 hours (3 h class + 1 h prep) x \$20/h		\$840.00
	MERCs & Benefits (est. 11%)		\$70.40
Early Childhood Educator	8 sessions x 4 hours (3 h class + 1 h prep) x \$25/h		\$800.00
	MERCs & Benefits (est. 11%)		\$88.00
<b>Subtotal</b>			<b>\$3,598.40</b>
<b>Venue</b>			
Kitchen rental	8 sessions x \$100/day, King Centre Community Kitchen		\$800.00
<b>Subtotal</b>			<b>\$800.00</b>
<b>Equipment &amp; Supplies</b>			
Equipment	Kitchen Equipment (blender, mixer, utensil sets, etc.)		\$500.00
Materials	Office supplies		\$100.00
Supplies	Food for workshops (see Corporate Donations above)		\$500.00
	Supplies & refreshments for child care (covered by donation, see above)		\$500.00
Other	Participant honoraria upon completion (\$100 food gift card)		\$1,200.00
Accessibility Expenses	Bus tickets		\$50.00
<b>Subtotal</b>			<b>\$2,850.00</b>
<b>Administration/marketing</b>			
Program coordination	30 h x \$30/h (see In-kind contribution above)		\$900.00
Administrative costs	Postage, photocopying for surveys		\$50.00
Advertising	Advertisements promoting workshops (newspaper, radio)		\$750.00
<b>Subtotal</b>			<b>\$1,700.00</b>
<b>TOTAL EXPENSES</b>			<b>\$8,948.40</b>
Surplus/Deficit			\$0.00

TIP: Make sure you add other employment costs, not only wages.

TIP: Show your logic in the details. How did you get that number?

CHECK: Expenses equals Revenue



# Make Your Case

PREPARE YOUR APPLICATION




## Key Questions to Answer in Making Your Case

What need does this project address?  
How do you know there is a need for it?

What problem does this solve?  
How do you know it is a problem?

How does this solution align with your goals?  
How does this solution align with the priorities of the funder?





It's an open-book exam.  
Look for the questions, tips and  
evaluation criteria in the Guidelines!  
pp. 47-50

**REVIEW ST**  
Answers to questions in this section  
data/information is being collected  
advance

QUESTION: Number  
REVIEW CRITERIA: Field m  
WEIGHTING: N/A

QUESTION: Your or  
REVIEW CRITERIA: Field m  
WEIGHTING: N/A

QUESTION: Your o  
REVIEW CRITERIA: Field f  
WEIGHTING: N/A

QUESTION: When  
REVIEW CRITERIA: Field  
WEIGHTING: N/A

QUESTION: Is yo  
REVIEW CRITERIA: Self  
WEIGHTING: N/A  
QUESTION: If y  
REVIEW CRITERIA: Fie  
WEIGHTING: N/A

QUESTION: Di  
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QUESTION: I  
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QUESTION:  
REVIEW CRITERIA:  
WEIGHTING:

Answers to these  
inform the score

QUESTION:  
REVIEW CRITERIA:  
WEIGHTING:

QUESTION:  
REVIEW CRITERIA:  
WEIGHTING:

QUESTION:  
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WEIGHTING:

QUESTION:  
REVIEW CRITERIA:  
WEIGHTING:

Eval

Section  
Project  
Details  
(90%)

Section	Question	Evaluation Criteria	Weighting
	<ul style="list-style-type: none"> <li>how this project will serve those it is intended to serve</li> <li>where in Brampton the project will be delivered (location of project venue)</li> </ul> <p><b>Note:</b> If your project will be delivered virtually, provide details of the online platform you intend to use.</p> <p><b>Note:</b> Answering all of the questions above is important to a good score.</p>		
	<p><b>Project Alignment:</b></p> <p>Describe how your project supports the City Priority and Project Type you have selected. Elaborate on how your project will achieve the Outputs and Outcomes identified.</p> <p><b>Note:</b> Specific reference to each output you have selected as a measurement and details about how you will achieve that measurement will help reviewers assess this question.</p> <p><b>Note:</b> Specific reference to the outcomes you have selected and how they are appropriate for your project/program will help reviewers assess this question.</p>	<p>The project's alignment to the City Priority and Project Type selected is clearly articulated.</p> <p>The Output(s) identified are appropriate for the project and the target numbers set are reachable.</p> <p>The Outcome(s) identified are appropriate for the project</p>	<p>10%</p> <p>5%</p> <p>5%</p>
	<p><b>Project Development:</b></p> <p>What risks do you anticipate in the development and/or delivery of this project and how do you plan to address the identified risks?</p>	<p>Challenges and/or risks are clearly articulated. The methods by which the organization will overcome or mitigate these challenges are appropriate.</p>	15%
	<p><b>Project Team:</b></p> <p>List the members of your project team and their skills and qualifications relevant to the project's delivery?</p>	<p>The project team is listed and their skills and qualifications are provided and relevant.</p>	10%
	<p><b>Diversity, Equity and Inclusion:</b></p> <p>Tell us about how your project will seek to engage the diverse population in Brampton.</p> <p><b>Note:</b> Informing reviewers about how the project will engage diverse communities, what tools and tactics will be used to promote their participation and how your</p>	<p>The project has considered the diverse population of Brampton.</p>	5%

Weighting
10%
100%

# Question



## Project Description:

- Project Start Date
- Project End Date

Describe your project. Include details, such as:

- what you plan to do
- how you plan to do it
- what need in the community your project addresses
- who this project will serve
- how this project will serve those it is intends to serve
- where in Brampton the project will be delivered (location of project venue)

Note: If your project will be delivered virtually, provide details of the online platform you intend to use.

Note: Answering all of the questions above is important to a good score

40%



# From idea to project description

## The initial idea:

Our members told us they want to learn how to cook healthy meals. We will offer 8 sessions on food preparation to show people how to cook.



WHAT  
is your project about?

WHO  
does it serve?

WHEN  
does it happen?

WHERE  
does it take place?

WHY  
are you doing it?

HOW  
will you do it?



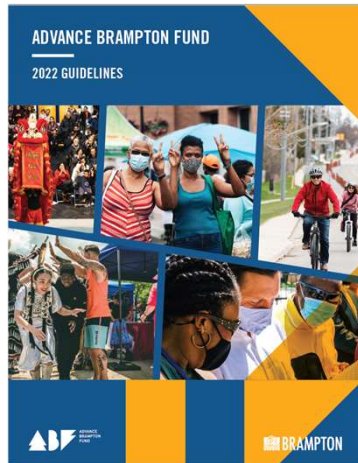
“ IDENTIFIED NEED - Our members told us in a 2020 survey that they want to learn basic cooking skills like chopping food, measuring ingredients and using kitchen tools (70%). Healthy eating is important and they want to learn how to use more fruits and vegetables in their cooking (78%).

PROPOSED ACTIVITY - We will offer 8 workshops that will focus on kitchen skills. Our facilitators – a licenced dietician and a kitchen assistant -- will work with participants to cook healthy meals while improving their food preparation skills and how to use kitchen items such as hand mixers, graters and blenders. We will also review proper hand-washing and safe handling of food, in line with national standards.

The workshops will be offered between February and May. To ensure equitable access to the program, child care will be offered to participants whose children are not school-aged....”



# Question



## Project Alignment

Describe how your project supports the City Priority and Project Type you have selected. Elaborate on how your project will achieve the Outputs and Outcomes identified.

**Note:** *Specific reference to each output you have selected as a measurement and details about how you will achieve that measurement will help reviewers assess this question.*

**Note:** *Specific reference to the outcomes you have selected and how they are appropriate for your project/program will help reviewers assess this question.*


20%



# Outputs vs Outcomes

## OUTPUTS

*What your project will produce*

- # of programs delivered
  - # of community partners engaged
  - # of volunteers, # of volunteer hours
  - % of participants engaged from  
neighbourhoods low on the well-being index
- 

## OUTCOMES

*Why you are doing your project*

- Increased awareness
- Increased access
- Improved knowledge, skills
- Improved connections
- Reduced isolation
- New opportunities





# Measure. Evaluate.



What are the  
project goals?

How will you know  
you met them?

What tools can  
measure this?





Predicted Outcomes	Measurable Indicators	Measurement Tool	Goal
Lone parents with low incomes will have increased access to healthy eating programming.	The program attracts full participation.	Registration record	12 participants
Participants will have increased knowledge of nutrition and healthy eating habits.	Participants attend all sessions	Attendance record	91% of participants will attend all sessions
Participants will feel increased confidence in cooking meals for their families	Participants will 'agree' or 'strongly agree' in a survey	Post-workshop survey	100% of participants select 'agree' or 'strongly agree'
Participants will understand food safety.	Participants receive Food Handling Certificate	Count of certificates	90% or more participants will receive certificate.





# Outputs and Outcomes

- This project aligns with this City's priority area ....
  - The outcomes we will measure are...
  - We will know we successfully met the outcomes by measuring....
  - We expect the following outputs from this project...
  - We believe these are reasonable because...
  - To achieve this success, our project plan includes the following...
- 




### **Example:**

This project aligns with Brampton's priority area 'Recreation' because it encourages healthy lifestyles to residents in a community that has been rated low on the Region's wellbeing index. Matched by other donations and contributions, the funding investment of \$3808.40 will provide us with the resources to deliver this outcome to Brampton residents: Increased access to a healthy eating program for 12 low-income lone parents, taught by a subject expert.

Output: One new course that supports food education and budgeting over 8 classes (24 class hours)

91%-100% of participants will complete the course (measured by attendance records); all participants who complete the course will report wellbeing improvements (a survey on Peel's Wellbeing Index criteria).

Latest research from the journal *Food Security* tells us a successful cook-at-home intervention must have: 1) supported workshop facilitation, and 2) equitable access to participation. We have added a Kitchen Assistant to support the Dietician as Facilitator, to ensure participants have support during classes when they need it, and we have budgeted for childcare and bus tickets to reduce financial barriers.



We believe our target number of 12 participants is reasonable because we consulted our members in a survey; 50 people indicated interest in this type of program. We also consulted ABC Agency who ran a similar project two years ago. They serve a community with matching demographics in a city of similar size; their evaluation suggested we request a registration fee to improve attendance rates, with an honorarium offered to each participant upon completion of program; we believe this incentive will allow us to meet a 91% retention rate at end of course (11 of 12 participants).

# Question



## Project Development:


What risks to do you anticipate in the development and/or delivery of this project and how do you plan to address the identified risks?

15%



# Analyze risk.

Risk	Mitigation Strategy
The course is not at 100% capacity.	Our marketing plan does not rely solely on advertising; we will also reach our target audience by presenting our new program through in-person presentations at local community agencies. Our social workers will also directly invite their clients to participate if they meet the criteria.
The venue is no longer available.	We have identified two other accessible locations within walking distance of our preferred site, both with bus stops nearby.
Volunteer retention is poor.	Our Work Plan includes monthly volunteer meetings to actively engage volunteers in project design and delivery, and to address concerns.



# Question



## Project Team:

List the members of your project team and their skills and qualifications relevant to the project's delivery?

10%

# Question



## Diversity, Equity and Inclusion:

Tell us about how your project will seek to engage the diverse population in Brampton.

*Note: Informing reviewers about how the project will engage diverse communities, what tools and tactics will be used to promote their participation and how your organization will include a safe and inclusive space for their participation is important.*

5%

# Question



## Project Expenses

Using the Project Expenses Worksheet provided, complete the proposed expenses for your project.



10%

Expense Category	Expense Items Listing	Paid With Grant Funding
*All ABF Expenses should fall into one of the below categories. Please read the instructions for each category carefully in order to determine how to report on items and values.	*List all of the eligible individual items within each expense category you expect to pay for with grant funding and provide a dollar value for each item	*Provide the summed value of any expenses in Column B - Expense Items Listing you will pay with grant funding. The total in this column should be no more than \$5,000 in the New and Small Projects Stream
Example	Print Ads - \$1,000 Digital Ads - \$1,000 Ad Content Creation - \$1,000	\$3,000
<b>Project Staff Wages</b> *The value paid to organizational full-time, part-time or contracted staff while they work directly on this project.		\$0.00
<b>Contracted Services</b> *The value paid to artists, subject matter experts, consultants, accountants, researchers or other externally contracted individuals or organizations engaged in		\$0.00
<b>Project Venue</b> *This is the cost to rent the venue specifically for project delivery. These are eligible expenses and can be paid with grant funding. <i>If your project is delivered in your organization's office space the cost is considered administrative and can not be paid with ABF grant funding.</i>		\$0.00
<b>Project Supplies</b> *Include the costs of any supplies needed for project delivery.		\$0.00
<b>Project Related Printing and Copying Services</b> *Include the value of any project related printing or copying services.		\$0.00
<b>Marketing and Advertising</b> Include the value of any marketing and advertising that is directly related to project delivery.		\$0.00
<b>Food and Beverage</b> *Include the value of any food and beverage needed for project delivery.		\$0.00
<b>Equipment Rental</b> *Provide the value of any equipment you will be renting to deliver your project.		\$0.00
<b>Other Eligible Expenses</b> *Include the cost of any expense that is not listed above but is eligible as outlined in the 2024 Advance Brampton Fund Guidelines. <i>Review staff will ensure these values are eligible. If determined to be ineligible they can reduce the value of your grant request.</i>		\$0.00
<b>Capital Purchases</b> *Provide the value of any expenses related to the purchase of building materials, tools, equipment, software or technology for project delivery. These are considered capital expenses and are capped at \$2,500 in the New and Small Project Stream.		\$0.00
<b>TOTAL PAID WITH GRANT FUNDING AND REQUEST VALUE</b>		<b>\$0.00</b>

EXPENSES			
<b>Personnel</b>			
Dietician	Wages (Covered by Dieticians of Canada grant, see above)		\$2,000.00
Kitchen Assistant	8 sessions x 4 hours (3 h class + 1 h prep) x \$20/h		\$640.00
	MERCs & Benefits (est. 11%)		\$70.40
Early Childhood Educator	8 sessions x 4 hours (3 h class + 1 h prep) x \$25/h		\$800.00
	MERCs & Benefits (est. 11%)		\$88.00
<b>Subtotal</b>			<b>\$3,598.40</b>
<b>Venue</b>			
Kitchen rental	8 sessions x \$100/day, King Centre Community Kitchen		\$800.00
<b>Subtotal</b>			<b>\$800.00</b>
<b>Equipment &amp; Supplies</b>			
Equipment	Kitchen Equipment (blender, mixer, utensil sets, etc.)		\$500.00
Materials	Office supplies		\$100.00
Supplies	Food for workshops (see Corporate Donations above)		\$500.00
	Supplies & refreshments for child care (covered by donation, see Participant honoraria upon completion (\$100 food gift card))		\$500.00
Other	Bus tickets		\$1,200.00
Accessibility Expenses			\$50.00
<b>Subtotal</b>			<b>\$2,850.00</b>
<b>Administration/marketing</b>			
Program coordination	30 h x \$30/h (see In-kind contribution above)		\$900.00
Administrative costs	Postage, photocopying for surveys		\$50.00
Advertising	Advertisements promoting workshops (newspaper, radio)		\$750.00
<b>Subtotal</b>			<b>\$1,700.00</b>
<b>TOTAL EXPENSES</b>			<b>\$8,948.40</b>
Surplus/Deficit			\$0.00






## Key Questions to Answer in Making Your Case

What need does this project address?  
How do you know there is a need for it?

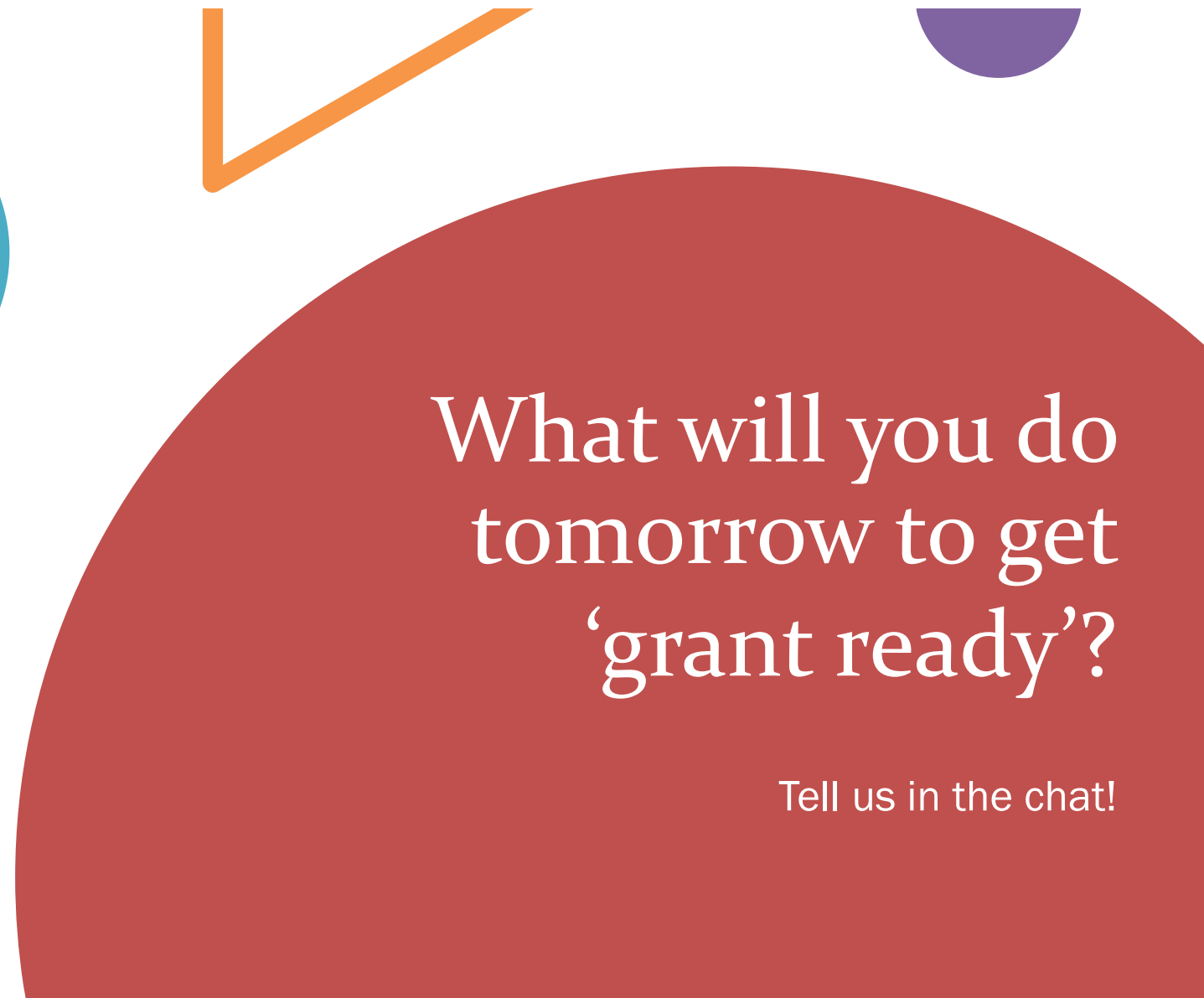
What problem does this solve?  
How do you know it is a problem?

How does this solution align with your goals?  
How does this solution align with the priorities of the funder?





*Finally....*



What will you do  
tomorrow to get  
'grant ready'?

Tell us in the chat!



# 1. Set up your files

- Set up your filing system
- Pull together important documents
- Find your communications materials
- Locate recent media coverage, testimonials, surveys.
- Download the grant application questions
- Set up your account in the funders system, upload mandatory document
- Pull together files from earlier project



## 2. Gather your experts

Do you have the people you need?

- Internal expertise
- External expertise
- Expertise of participants, audience and other stakeholders





# Thank you

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