



COUNTY OF MAUI  
OFFICE OF  
ECONOMIC  
DEVELOPMENT

**WRITE LIKE YOU MEAN IT**

# **GRANT WRITING THAT WINS**

A Practical Grant Workshop  
for Maui County Nonprofits

## **Grant Writing Workshop**

*Presented by the County of Maui, Office of the Mayor*

# WRITING TO WIN: A GRANT WRITING WORKSHOP FOR MAUI COUNTY NONPROFITS

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## Workshop Overview

An interactive training designed to equip nonprofit leaders with the tools and confidence to write compelling grant applications, identify funding opportunities, and align their proposals with local and national funding priorities.

## Target Audience

Nonprofit leaders, development staff, program managers, and community-based organizations interested in improving grant competitiveness and discovering new funding sources.

## Duration & Format

2.5 hours. In-person, interactive session.

## Goal

Build capacity for high-quality grant submissions and help participants identify relevant funding opportunities.

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## Agenda (2.5 hours)

- Welcome & Opening
  - County of Maui Team
  - Workshop Goals and the importance of strong proposals
- The Grantor Grantee Relationship-Finding the Right Partner
  - Cinderella Fit
- Readiness Filter
- What makes a good Proposal?
  - Mission Match
  - What do you want to do? How do you want to move the needle?
- Activity
- The Grant Outline
  - Executive Summary-Start with the end in mind
  - Statement of Need
    - Compelling storytelling, hard data, set the tone; includes cultural and contextual nuance
  - Goals/Objectives
    - Clear and concise
    - Measurable
  - Activities/Timeline
    - What are you going to “do” to make the change
    - What order and when will you plan the activities
- Budget & Budget Narrative
  - Your numbers tell a story, is it the right one?
  - Cost Sharing
  - Allowable, Allocable & Reasonable
- Evaluation and Sustainability
  - What does success look like?
  - Samples of data/metric collection tools: surveys (pre/post), interviews, focus groups, attendance logs/sign-in sheets, partner/school data, case studies, success stories, digital analytics
- Mini-Workshop Break Outs
  - Case for Support
  - Budget
    - Narrative and Numbers
  - Impact Metrics
    - What does success look like?
- Curated List of Potential Funders – Let’s brainstorm what we know!

## CINDERELLA FIT

*In grant writing, a "Cinderella fit" refers to a perfect match between a nonprofit's mission or project and a funder's priorities—as if the grant opportunity was made "just for them," like Cinderella's glass slipper.*

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### Key Elements of a “Cinderella Fit” in Grant Writing:

- **Mission Alignment:** The applicant's mission closely aligns with the funder's stated goals.
- **Eligible Activities:** The proposed project clearly falls within the funder's funding priorities.
- **Target Population Match:** The applicant serves the same population or geographic area the funder aims to support.
- **Evidence of Capacity:** The organization can deliver on the grant's expectations and demonstrate outcomes.
- **Grantmaking Style Match:** The organization can comply with the funder's reporting style, timelines, and grant structure.

### Why It Matters

Applying only to grants with a Cinderella fit increases the chances of success, reduces wasted effort, and strengthens relationships with funders. It's the difference between chasing dollars and building strategic partnerships.

# COUNTY OF MAUI-OFFICE OF THE MAYOR GRANT READINESS FILTER FOR NONPROFIT ORGANIZATIONS

*Is Your Organization Ready to Apply for a Grant? For each item, check Yes, No, or In Progress. If you answer No or In Progress to several, you may need to strengthen your internal capacity before applying.*

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## Organizational Readiness

Question	Yes	No	In Progress
Is your nonprofit registered with the IRS and in good standing (501(c)(3) or equivalent)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a clear mission and defined programs or services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your Board of Directors active and engaged in governance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Administrative Capacity

Question	Yes	No	In Progress
Do you have a current operating budget and financial statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you track program-specific income and expenses separately from general operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have reliable systems for managing records, reporting, and compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff or volunteers available to manage grant deliverables and reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Project Clarity

Question	Yes	No	In Progress
Do you have a clearly defined project or program idea that aligns with your mission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you articulate the <b>need</b> for your project with data or stories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you outlined expected outcomes and how you'll measure them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a realistic timeline and work plan for your project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Funding Fit

Question	Yes	No	In Progress
Have you identified a specific funder whose priorities match your project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand the funder's guidelines, deadlines, and reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to meet match or in-kind contribution requirements, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Documentation

Question	Yes	No	In Progress
Do you have the following documents ready to include with your application?			
→ IRS Determination Letter (501(c)(3) status)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Organizational budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Program/project budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ List of Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Recent financial statements or audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Letters of support or partnership agreements (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Certificate of Vendor Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Certificate of Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Current DCCA Annual Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ IRS W-9 Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ By-Laws or Operating Policies and Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Sample Corporate Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# GRANT FRAMEWORK

A **grant writing framework** is a structured approach or outline used to develop a compelling and effective grant proposal. It helps ensure that all essential components are addressed clearly and strategically. A solid framework improves the clarity, competitiveness, and alignment of the proposal with the funder's priorities.

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## Executive Summary – Note: start with the end in mind.

- A concise overview of the project, its goals, and expected impact.

## Statement of Need – Note: Compelling storytelling, hard data, set the tone; includes cultural and contextual nuance.

- A compelling explanation of the problem or opportunity your project addresses, supported by data and community context.

## Project Description

- *Clear goals and objectives (measurable)*
- *Planned activities and timeline (What are you going to “do” to make the change; What order and when will you plan the activities?)*
- *Roles and responsibilities*

## Target Population

- *Who the project serves and how they will specifically benefit.*

## **Evaluation Plan – What does success look like?**

- *How success will be measured, including metrics, tools, and methods of assessment.*
- *Examples of data/metric collection tools: surveys (pre/post), interviews, focus groups, attendance logs/sign-in sheets, partner/school data, case studies, success stories, digital analytics.*

## **Budget and Budget Narrative – Your numbers tell a story, is the right one?**

- *Detailed costs with justifications, often including cost-sharing or in-kind contributions.*
- *Allowable, Allocable & Reasonable*

## Sustainability

- *How the project will continue after the grant ends, including long-term funding or institutional support.*

## Organizational Capacity – Apply the Readiness Evaluation/Filter

- *Evidence of your team's ability to carry out the project, including past performance, qualifications, and partnerships.*

This framework helps ensure that each proposal is **mission-aligned, measurable, and funder-responsive** — all critical for successful grant applications.

# GRANT MAKING ENTITIES (PARTIAL LIST)

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## Local & Regional:

- Hawai'i Community Foundation
- Maui United Way
- Cooke Foundation
- Alexander & Baldwin Kokua Giving
- Kamehameha Schools
- Maui Jim / Kemper Sports (for community & youth initiatives)

## Additional Funders:

## State & Federal:

- USDA Rural Development
- NEA / SAMHSA / EPA Grants
- Office of Youth Services (OYS)
- Hawai'i Dept. of Health

## Corporate Foundations:

- Hawaiian Electric Foundation
- HMSA Foundation
- Kaiser Permanente
- Safeway Foundation
- First Hawaiian Bank / Bank of Hawai'i

## Tools & Resources for Success:

# EVALUATION HANDOUT

Here is a sample **Grant Writing Workshop Evaluation Form** that you can distribute at the end of the session to gather feedback and improve future workshops:

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## Grant Writing Workshop Evaluation Form

### General Satisfaction

Please rate the following on a scale of 1 (Poor) to 5 (Excellent):

1. Overall quality of the workshop: \_\_\_\_
2. Relevance of the content to your work: \_\_\_\_
3. Clarity and usefulness of materials provided: \_\_\_\_
4. Instructor/facilitator effectiveness: \_\_\_\_
5. Opportunities for interaction and participation: \_\_\_\_

### Workshop Content

Which topic(s) did you find most valuable? (Check all that apply)

- Finding the Right Partner
- Readiness Filter
- Grant Outline & Narrative
- Budget & Budget Narrative
- Evaluation & Metrics
- Funders List
- Mini-Workshop Breakouts

What topic(s) would you like more training on?

## Learning Outcomes

Please indicate your level of agreement with the following statements:

I feel more confident identifying potential funders.

Strongly Agree  Agree  Neutral  Disagree

I understand the key components of a strong grant proposal.

Strongly Agree  Agree  Neutral  Disagree

I can apply what I learned to real grant opportunities.

Strongly Agree  Agree  Neutral  Disagree

## Final Comments

What did you like best about the workshop?

What could be improved?

Additional comments or suggestions:

## Stay Connected

Would you like to receive updates about future workshops and grant opportunities?

Yes  No

Name (optional): \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_