

CUPPAD  
2415 14th Avenue South  
Escanaba, MI 49829  
906-786-9234 or  
800-562-9828  
Fax 906-786-4442  
Email  
cuppap@chartermi.net  
www.cuppap.org



# CUPPAD

*Central Upper Peninsula Planning & Development  
Regional Commission  
Serving Alger, Delta, Dickinson, Marquette,  
Menominee, and Schoolcraft Counties*

August, 2008 Newsletter

## Notes from the Director's Desk (Lloyd R. Matthes, Executive Director)

### **Demystifying The Great Grant Writing Mystery**

Anyone can write a grant if they can coherently put a sentence together. The key to grant writing is to follow the mantra of **clear, concise, coherent, and convenient**.

When I wrote my first grant back in 1973, I had no training and very little knowledge about grant writing. After a great deal of frustration and false starts, I swore I would never write a grant again. As life turned out, I ended up writing several million dollars worth of successful grants and untold millions of dollars worth of unsuccessful grants. The first thing to remember is that you are asking for something; money, real estate, materials, technical assistance, food, or whatever, and the answer may be no. Don't get discouraged.

While grant applications range from simple one page letters to massive documents, (my largest grant application was over 400 pages), they are looking for certain basic pieces of information: who is the applicant, what do they need, why they need it, what is the likelihood that the project will be completed, when the project will be done, what experience does the applicant have in this type of project, a budget, and some type of proof or evaluation of the project. Some grants require more information such as key personnel resumes, photographs, documentation the application is referred to in a comprehensive plan or similar document, etc.

Contrary to the popular myth, grants are not free. You must perform and you are quite likely to have to provide a matching amount of money, in-kind service, public support, or some type of publicity for the donor.

With some exceptions most grants follow similar but different guidelines based on the donor requirement. Federal grants and sometimes state grants require tax identification numbers (EINs), Data Universal Numbering System (DUNS) Numbers, registration with the Central Contractor Registry (CCR), E-Authorization to allow submission of the grant through an electronic format, and sometimes other requirements. Grants.gov has an excellent glossary of terms to help you through the alphabet maze.

### **In This Issue**

**\*Demystifying  
The Great  
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**\*MiDeal  
Saving Money  
for Local  
Governments**

**Visit our web site at [www.cuppap.org](http://www.cuppap.org)**

## **CUPPAD SERVICES:**

### **Community Planning**

**Master Plans,  
Strategic/Policy Plans,  
& Recreation Plans  
Zoning & Subdivision  
Ordinances  
Environmental Reviews  
Other Planning &  
Economic Development  
Projects**

### **GIS Mapping**

**Zoning, Tax Parcels,  
Land Use, Base Maps  
& More**

### **Transportation Planning**

**Traffic Counts,  
Public Transportation,  
Access Management  
& Corridor Studies,  
Non-Motorized  
& Heritage Route Plans  
Support for Local  
Transportation Efforts**

### **Grant Research &**

**Grant Writing  
Other Related Services  
(Call to discuss)**

### **Continued...**

While a discussion of grant writing takes far more room than one short article can encompass, (I know because I wrote a book on the subject and new information has come out since it was published), if you choose to write a grant, keep in mind a few simple rules. First, follow the directions explicitly. Second, follow the format, even if it seems strange. (Grants are often broken into separate parts or sections for review by different persons. The reviewers may be in different locations or even different states. If a part of the application is not where it is expected, it is considered as not having been completed.) Third, answer every question completely even if it was just asked previously. (If a part is missing or refers to a previously answered question, it isn't there for the reviewer.)

Remember to package the grant exactly as directed. (Donors have reasons why they ask that a grant be left unbound, submitted with one original and eight copies or with no more than a fixed number of pages of support documentation. Usually, it is for consistency and convenience for the reviewer.) Lastly, allow enough time for data collection, packaging, mailing, support letters to arrive, etc. (I usually tell people to set a submission deadline two weeks before the donors final deadline and to set the deadline to receive data from outside sources at least two weeks before the submission deadline you have set; i.e. at least four weeks before the donors final submission deadline. Doing so prevents a lot of high blood pressure situations.)

Over the last 35 years, I have learned a number of other tricks for writing successful grants. While no one ever becomes an expert because the rules keep changing, over time your chances of success will improve with experience, but grant writing is still a competitive game. As I said in the beginning, don't get discouraged if your application is not approved; just keep trying.

CUPPAD will write grants for a fee. Also because some grants have submission deadlines, CUPPAD will evaluate potential grant applications at no charge, and advise you if there appears to be reasonably sufficient time to collect required data, to write, package and submit an application. If you would like to discuss a particular grant application in greater detail, contact CUPPAD at 906-786-9234.

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### **MiDEAL May Be a Way to Reduce Local Government Expenses**

MiDEAL (Michigan Delivering Extended Agreements Locally) allows Michigan local units of government to benefit from the State's negotiating and purchasing power. Membership is open to any city, village, county and township in Michigan. More information is available at <http://www.Michigan.gov/localgov>.