



***AmTryke***

## **Grant Writing Manual**

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## Chapter 1

### Introduction

This guide has been developed to help you and your local **AMBUCS** chapter understand grant writing as a process. Grant awards can be an excellent source of funding your local **AmTryke project**. With some effort and practice you can be a successful grant writer.

This guide will provide you with the basics in preparing a grant application. Because each grant may have different requirements, this guide may not have all the information you need for the particular grant application you are completing. If you find this to be the case, please refer to Chapter 8, entitled, "*How to Find Help.*"

Good luck in your efforts and thank you for all the great work you and your local chapter of AMBUCS are doing in accomplishing our mission of "***Creating Mobility and Independence for People with Disabilities.***"

## Chapter 2

### Getting Started

Probably the most common question when considering grant funding is: “Where do I start?” It is a good question and will depend on what activity your chapter is trying to fund or how the grant funds will be used. This manual focuses on **AmTryke** grant applications, but some chapters like to build ramps, host summer camps for children with disabilities, build playgrounds or participate in a host of other activities all designed to help people with disabilities. The principals outlined in this manual may be used for various projects.

It is important to know what project your chapter plans to complete because organizations that provide grant funding want to know what you plan to do with *their* money. Many grant awards will only fund specific causes. Some grants may limit funding to “program costs,” while others will only fund “brick and mortar” (building) projects. As we stated previously, every grant opportunity is different and your chapter will have to find grant agencies willing to consider **AmTrykes**.

Prior to starting, your chapter’s Board must approve the submission of grant applications. It is important that the Board be involved from the start so they can approve who has the authority to sign grant applications on their behalf. This may be the President of the chapter or the Board may authorize a member to have this responsibility. The person with this responsibility should keep in frequent contact with the Board and outline what grant applications are being submitted and the conditions associated with each application.

Once you have decided to seek funding for **AmTrykes**, your Board has given approval to seek grant funding, and they have given a member the authority to begin the grant application, you are well on your way to getting that grant!

## Chapter 3

### Finding Grant Opportunities

Before you begin a grant application, you will need to find a foundation, organization or business that offers grant opportunities.

One of the first places you want to look is in your own community. Are there any local foundations in your community that award grants? There is a free website, The National Center for Charitable Statistics (NCCS), that can assist you in your search; <http://nccsdataweb.urban.org>.

Through the NCCS site, you can identify those private foundations in your area which may be able to help you in your charitable efforts.

Once at the National Center for Charitable Statistics webpage, on the upper right hand corner of the screen, click **FIND A NONPROFIT**. You will go to a page entitled **Search Active Organizations**. On this page you will see several boxes that can be used to complete a search. I suggest you use the following boxes:

**Location:** Type in the city you are searching. For cities or towns with multiple zip codes, it might be better to type a zip code in this box.

**State:** Select the state you are searching. This box need not be used if you are searching by zip code.

**Organization Type:** Select Private Foundation, then click on the **SUBMIT** button.

If your search is successful, a page will appear with a list of private foundations. This is where the real research begins. The list will provide, among other things, when the private foundation filed their last tax form, the foundation's name and its assets. The assets of a foundation will often provide an idea of how much a private foundation may have available for grant funding.

Select and click an organization on the list. The next page will display the foundation and have several tabs that can be selected. The two that will provide the most helpful information is the **Overview** tab and the **990** tab. The Overview tab will provide the name and address of the foundation. The **990** tab will provide a list of Federal 990 forms available for review. The **990** will provide the most information regarding a private foundation.

Under the **990** tab select the most current **990**. There is a wealth of information contained in a 990. Following are some pages that should help you in your efforts:

**Page one;** will have the private foundation's name, address and telephone number and further down the page, on line 25, will list the amount of contributions, grants and gifts that were made.

**Page five;** line 13, will list if the private foundation has a website. This is helpful as often times the grant process is explained on the website. Line 14, on page 5, will list who keeps the financial records of the Foundation and will list another telephone number. This information may be the same as listed on page 1.

**Page six;** Part VIII, line 1, will often list the directors of the private foundation. It is recommended, especially for local foundations, that AMBUCS members review the director's list to see if any member knows someone in the private foundation so a personal contact can be made. If Part VIII, line 1, is blank, the information on the directors can usually be found in other pages within the **990**.

**Page 10, Part XV, line 2, is one of the most important lines of information. This may be the first page you would like to check.** It will advise you if the Foundation only makes contributions to **preselected charitable organizations** and does not accept **unsolicited requests** for funds. If the box is checked, that means you will not be able to apply for funds from this particular foundation unless you receive an invitation.

Paging through the rest of the **990** you should be able to find a page that lists the foundation's grant awards including the recipients and the amounts awarded. This will provide an idea as to what charities and projects the private foundation supports.

It will be up to your chapter to make contact with the private foundation. If there is a stated grant process and guidelines, and the AMBUCS mission matches those guidelines, all that has to be done is to complete a funding request in accordance to the process posted.

If no guidelines are posted, a telephone call or a letter of inquiry could be sent to the person listed in the **990**.

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You may inquire with other not-for-profit agencies in your community such as YMCAs, Boys and Girls Clubs, and other organizations that may have a common tie to a local foundation. Speak with local community leaders. They may have knowledge of the local foundations or community foundations that provide grant opportunities. Make a trip to your local library or Chamber of Commerce to see if they have any resource material to identify organizations in your area that provide grant funding.

There may also be corporations or businesses in your community that have a grant history or a corporate grant office.

## Chapter 4

### Grant Requirements and the Grant Document

Before you get started on your grant document, take the time to read the grant requirements. The requirements will usually list **what can be funded, who may apply** for the grant, **any special conditions or requirements** that must be met to receive grant funds and in **what format** the grant agency requires information to be submitted.

The grant instructions will include what information the grant agency will require. This will vary with each grant application, some of which are outlined in Chapter 5. The grant instructions will also specify what order they want the requested information and in what format.

Some organizations may have a standard application form that is to be used. Use their documents unless you have received permission to recreate them in another format. If you are using the organization's form, it will request the information in the order they require.

Some grants are completed online and you may have to upload your supporting documentation. For this reason you should convert all your documentation to a PDF format for easy uploading.

Whether you submit a written application or an online application, provide **all** the information requested. If you do not have the information or you think the information does not apply to your situation, make contact with the grant agency to receive a clarification or waiver on that particular information.

Absent a formal grant application, you should format your document to include the information that the organization requests in the order and the format they have specified.

Avoid putting in information that is not requested. Most grant agencies have a review process to insure the information **they** require is included. Any unsolicited extra information may be ignored, cause the required information to be overlooked or in the worst case scenario your grant may be rejected without a complete review.

Once you have everything together, proofread your completed application. Does it meet all the requirements included in the grant application? Is all the information included accurate? Have you done a spell check and then had a real person proofread your document for spelling errors? If so, and if everything looks good, then submit your application.

## Chapter 5

### Things You Will Need

Although no two grants may be exactly the same, most grant applications will require similar information. If you have this information prepared in advance, your grant writing will be much easier. You may have to modify some of the information for a particular grant, but the changes will probably be minor and not take too much of your time. The information may appear in a different order than it appears here and may have a different heading, but following is a list of common information you may need:

#### **LEGAL NAME AND ADDRESS OF YOUR CHAPTER:**

A granting agency will need the legal name and address of your chapter. Your chapter chartered with National AMBUCS and the chapter name you have on file with National will be the legal name you will use. This is the name that is registered with the Internal Revenue Service and your Federal Employer Identification Number (FEIN). The FEIN will be addressed in more detail later in this document.

The address for your chapter should be one that will remain the same during an entire grant cycle.

#### **How About a Post Office Box?**

One way to insure your chapter has a constant mailing address is to use a post office box. Fees for a post office box will vary based on the size and location. More information regarding post office boxes may be found at:

<https://www.usps.com/manage/get-a-po-box.htm>

#### **BACKGROUND OF YOUR CHAPTER**

The foundation or organization you are applying to may not know anything about National AMBUCS or your local chapter. This is your opportunity to tell them all about your history and the good things you do. You are educating the granting organization that your chapter has a strong history of community service and that your chapter will be good stewards of any grant funds awarded. Following is a sample of a basic organization background:

The Any Town Chapter of AMBUCS is a 501(c)3 public charity and is chartered by National AMBUCS Inc. AMBUCS was established in 1922 with the mission of "creating mobility and independence for people with disabilities." The Any Town Chapter is just one of 140 chapters in 28 states representing over 5,500 diverse men and women. Our members are volunteers and we have no paid staff. We accomplish our mission by donating AmTryke therapeutic tricycles to area children with disabilities, especially those in need of charitable intervention. Through our volunteer efforts we endeavor to raise money to purchase AmTrykes. Since our chapter chartered, we have provided NUMBER AmTrykes to local children with disabilities.



## **CONTACT PERSON**

As mentioned earlier, your chapter will designate someone to complete and submit the grant application. The person most familiar with the grant application should be the contact person. The contact person should also have a solid working knowledge of the project to be funded. In your grant application, the contact person should be able to provide a phone number and a cell phone number, if possible a fax number, and an email address.

The contact person should be available to answer inquiries in a reasonable amount of time. Grant agencies work on deadlines and they might call to clarify a point prior to making a decision to award a grant. An unreturned phone call or email may be a deciding factor on whether a grant is awarded.

## **PROJECT NAME**

Does the project your chapter is funding have a name? If not, can you come up with a name that gives a good idea of what you're trying to accomplish with the grant funds you are applying for? For example, ***AmTryke Therapeutic Tricycles for Children with Disabilities*** informs a grant agency that the project revolves around therapeutic tricycles. A longer summary of the project will be provided later in a grant document.

## **PROJECT INFORMATION**

The Project Information is different from the project name in that it gives a complete description of what you are going to accomplish, who will benefit and why it's important to individuals or your community. This is your chance to "sell" your project. You are trying to convince the grant provider that yours is the best project to fund.

For an AmTryke grant application you will want to explain the benefits of the AmTryke, why AmTrykes are important in the lives of those with disabilities, the local need and how the evaluation process is used to select the recipients.

Remember that you are competing for grant dollars, and you are trying to make the case that your chapter has a project worthy of receiving a grant.

Following is an example of a project summary for AmTryke.

### **PROJECT INFORMATION:**

The ritual of learning how to ride a bike has long been a rite of passage for American youths: a coming-of-age introduction to a new world of freewheeling fun and independence. For most able-bodied youths, there are few obstacles in achieving this milestone. But for children with disabilities, the act of riding a bike is a huge challenge—sometimes an impossible one. AMBUCS has been working for over a decade to give children with disabilities the chance to pedal alongside their able-bodied peers. AMBUCS' solution is the AmTryke therapeutic tricycle. You can help us, the Any Town Chapter of AMBUCS, make the wish of mobility come true for children with physical or developmental disabilities by helping to provide funding for our AmTryke Program.

AmTrykes are all about abilities, focusing on what children can do. Properly balanced and safely supported, almost any child with disabilities can ride an AmTryke. They are designed to address the special and varied needs of children with disabilities. Models range from those with both hand and foot motion, to stimulate reciprocal movement, to hand cycles for those who can't make a full pedal rotation, to traditional foot cycles—all designed for riders with special needs. To insure a proper fit, an AmTryke can be adapted in many ways including frame size and positioning. There are different seating options available for those in need of head and trunk support. Equipment is available to keep legs in proper alignment and to prevent knee scissoring. Even hand and foot placement can be improved with available adaptive equipment. As a therapeutic tricycle the AmTryke is designed to help children improve motor skills, provide strength training, and build self-esteem.

Given opportunities to be physically active, children with disabilities can demonstrate enhanced health and overall quality of life. Physical activity is known to improve heart and lung function, promote bone strength, reduce stress, enhance and/or maintain cognitive function and provide opportunities for recreation and social interaction. The Center for Disease Control recommends that children receive 60 minutes of physical activity a day. This activity should include aerobic activity along with muscle and bone strengthening exercises. Children with physical and/or cognitive impairments are greatly limited in their participation in recreational and physical activities. The AmTryke provides an opportunity for children with disabilities to increase physical activity while promoting community participation with family, siblings, and friends in the meaningful and important childhood activity of riding a bike. Learning to ride an adaptive tricycle enhances social relationships and provides an opportunity for children and families to participate, together, in a well-known childhood recreational pastime.

Each child with special needs has a unique set of abilities and challenges. Thus each child requesting an AmTryke must be evaluated by a physical or occupational therapist. The therapist is then able to recommend which model of AmTryke and what combination of adaptive equipment will offer the greatest therapeutic value. Our chapter works closely with Any Town area therapists to ensure that the AmTryke ordered is the best possible option and that the child is properly fitted when the tricycle is delivered.

A parent wrote the following about the AmTryke. "With the remarkable gift from the AMBUCS organization, our son is able to ride his bicycle with his sister. He proudly rides his bike. He is able to show everyone that life is not over just because you have a disability. This three wheeled, adaptive bicycle was a symbol of the one thing he wanted more than anything: Freedom."

There is a continuing need for the AmTryke. The most recent *Cornell University Disability Status Report for STATE (2011)*<sup>(1)</sup> reported that NUMBER children in the state between the ages of 5-15 have an ambulatory disability with an additional NUMBER with a cognitive disability. (The study did not report ambulatory or cognitive disabilities for children less than five years of age to whom we also serve.) As therapists in our area work with the children, they will identify those who will benefit from having an AmTryke included in their daily routine. When this occurs the Any Town Chapter of AMBUCS will be there to help fill that need.

## **ORGANIZATION'S MISSION STATEMENT**

*“Creating Mobility and Independence for People with Disabilities,”* is the mission statement of National AMBUCS and as such is the mission of each local chapter. How you accomplish this mission, ramp building, AmTryke therapeutic tricycles, playgrounds, or other equally important projects probably relates in some way to the National mission statement. The mission statement provides a broad vision of your organization. Providing this statement in a grant application demonstrates that your chapter is part of a National effort to promote the idea of assisting those with disabilities.

## **AMOUNT REQUESTED**

This is how much money you are seeking in your grant application. A review of the grant guidelines should provide you with some guidance as to the grant limits and how the grant funds can be used. If the grant guidelines are not clear as to the grant limits, contact the potential donor and ask. No matter what the grant limits are, don't ask for funds that your budget document cannot justify. Requesting more funds than your budget document can justify will probably result in your application being denied.

## CHAPTER'S BUDGET

Your Chapter Budget is your chapter's financial plan for your current fiscal year. It will list all anticipated revenues and planned expenses. This should be viewed as a "living document" in that it can be amended throughout the year.

There are several reasons why a grant agency wants to view your chapter's budget. Grant agencies will look to see where your funding is anticipated. Grant agencies do not want to be your only funding source. They want to know how the applicant spends its resources, and how much of an applicant's funding goes to support charitable purposes compared to how much is spent to operate the organization.

Below is an example of a simple chapter budget.

_____ Chapter of AMBUCS Fiscal Year Budget				
SAMPLE		SAMPLE		
Income		Budget	Actual to Date	Income
	Events			
	Event 1	\$2,500		
	Event 2	4,000		
	General Donations			
	Unrestricted	1,000		
	Restricted	2,000		
	Grants			
	Restricted	5,000		
	Operational	500		
	Dues	500		
	TOTAL INCOME	\$15,500	\$0	
Expenses				Expenses
	Program			
	AmTrykes	13,000		
	Management			
	Dues	250		
	Insurance	104		
	Postage	176		
	Printing/Copy	200		
	Website	200		
	Office Supplies	100		
	Fundraising	500		
	Misc	200		
	TOTAL EXPENSES	\$14,730		
	NET INC OVER EXP	\$770		

## **FINANCIAL STATEMENT**

Your chapter's financial statement is a report about your chapter's financial results and conditions. It is not a project budget nor a chapter budget, but the actual income and expenses and any assets or losses experienced by your chapter during your fiscal year (June 1- May 31).

An example of a financial statement:

<b>Chapter:</b> _____	
<b>Income Sheet</b>	
<b>For the Period June 1, 2013 - May 31st, 2014</b>	
<b>UNRESTRICTED INCOME</b>	
General Donations	1,000
Dues	500
Operational Grants	3000
<b>Total Unrestricted Income</b>	<b>\$4,500</b>
<b>TEMPORARILY RESTRICTED INCOME</b>	
Special Events	6,500
Restricted Donations	2,000
Restricted Grants	5,000
<b>Total Restricted Income</b>	<b>\$13,500</b>
<b>TOTAL INCOME</b>	<b>\$17,500</b>
<b>EXPENSES</b>	
<b>UNRESTRICTED EXPENSES</b>	
Special Event Expense	25
National & Regional Dues	225
Meeting Expenses	50
Licenses/Permits	100
Fundraising Expenses	300
<b>Total Unrestricted Expenses</b>	<b>\$700</b>
<b>TEMPORARILY RESTRICTED EXPENSES</b>	
Grant Specific Expenses	4,525
<b>Total Restricted Expenses</b>	<b>\$4,525</b>
<b>TOTAL EXPENSES</b>	<b>\$5,225</b>
<b>NET INCOME</b>	<b>\$12,275</b>

## **PROJECT BUDGET**

This is an important part of your grant application. The Project Budget should not be confused with the Chapter Budget or the Financial Statement. The Project Budget is only for that project which you are seeking funding. It will show the income for the project and the expected expenses for the project. Below is an example of a basic Program Budget.

<b>AmTrykes for Children with Disabilities</b>	
<b>Income</b>	
Grant Income	5,000
Other donations	3,700
<b>Total</b>	<b>8,700</b>
<b>Expenses</b>	
10 AmTrykes	8,000
Shipping for 10 AmTrykes	700
<b>Total</b>	<b>8,700</b>

***This is a very simple Project Budget for AmTrykes. Details can be expanded. For example, you may wish to list the model and price of each AmTryke being purchased.***

This is an important part of your grant document. Your chapter is asking for money and you must justify your request. Be as complete and specific as possible to demonstrate why you need the funds you are requesting.

This portion of the grant document will take pre-planning and, if done properly, will demonstrate to the grant agency that the monies that are awarded will go for the intended purpose.

## **WHO WILL BENEFIT FROM THE PROJECT**

This may have already been covered in your Project Summary, but if required restate it in this section. You will want to identify the population your project will serve and, if possible, how many individuals will benefit from your project. AmTryke serves people with disabilities.

## **BOARD MEMBERS NAMES AND ADDRESSES**

The grant application may require that you identify your local chapter's board members and the positions that they hold. You may also want to identify their occupation and, if requested, include an address and telephone number of each board member. By identifying your Board you relay to the grant agency that your chapter has an established governing body that will follow the grant guidelines and complete any projects funded.

## **FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)**

Your chapter's Federal Employer Identification Number, also known as the FEIN, is often required on grant submissions. This is especially true for grants submitted online. You can find your chapter's FEIN on your N990 or 990 tax forms.

This request may be on the grant application itself, or the grant agency may request the identification number through the use of a W-9 "Request for Taxpayer Identification Number and Certification" form. This form can be found online at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

You must use **your chapter's FEIN** and not National AMBUCS, Inc's. FEIN number. If you are not sure of your number, please call National AMBUCS for assistance: 800-838-1845 x115.

## FEDERAL TAX EXEMPTION VERIFICATION

Most grant agencies require that an organization receiving funds have a Federal Tax Exempt Status that is referred to as a "Federal 501(c)3 exemption." As an AMBUCS chapter, your chapter falls under the National AMBUCS exemption. A copy of this exemption can be obtained from the AMBUCS website at [www.ambucs.org](http://www.ambucs.org), at the Member Resources tab and under Chapter Resources.

INTERNAL REVENUE SERVICE DISTRICT DIRECTOR P. O. BOX 2508 CINCINNATI, OH 45201	DEC 20 1996	DEPARTMENT OF THE TREASURY
Date: DEC 15 1996	Employer Identification Number: 56-0715171 DLN: 319245159	Contact Person: JON M WADDELL ID# 31375 Contact Telephone Number: (877) 829-5500
NATIONAL AMBUCS INC PO BOX 5127 3315 N MAIN ST HIGH POINT, NC 27262-5127	Our Letter Dated: March 1996	Addendum Applies: No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.


Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c) (3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a) (2).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a) (2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a) (2) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,  
  
District Director

Letter 1050 (DO/CG)



## **PREVIOUS YEAR'S TAX RETURN**

As an AMBUCS chapter and a 501(c)3 organization, your Chapter is required to file a tax return.

**Every Chapter must file a tax return.** As of this writing, if your Chapter had gross receipts under \$50,000 you should have on file a Form 990-N. The Form 990-N is a short form which is filed electronically. This form and instructions can be found at [http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-\(e-Postcard\)](http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-(e-Postcard)).

If your Chapter had gross receipts of greater than \$50,000, but less than \$200,000, and assets less than \$500,000 you could file a 990 EZ. If you exceed these limits, your chapter would file a Form 990. **(Tax laws are constantly changing and this document is not a guide to filing federal or state taxes. It is a chapter's responsibility to check with the proper taxing authority to determine the current rules for filing returns.)**

Remember when filing tax a tax return, your Chapter is considered by the IRS as a subordinate organization of National AMBUCS **so you must use your Chapter's own FEIN when filing taxes. DO NOT USE** National AMBUCS' FEIN.

## **FINANCIAL STATEMENT VS. AUDITED FINANCIAL STATEMENT**

We addressed the financial statement earlier. Some grantors will request an **audited** financial statement. This requires an independent accountant to audit your financial statements.

Most chapters do not meet their state's statutory income limit to require an **audited** financial statement. **Audited** financial statements are usually required when a chapter has raised a large amount of money in a calendar year which exceeds the limit a state has set to require an audit. In some states, if a Chapter employs a professional fundraiser it will require an **audited** financial statement.

If your Chapter is not required by law to have an **audited** financial statement, but it has been requested by the grantor, you should make contact with the grantor and see if they will waive the requirement. Be prepared to explain why you are not required to complete the audit. Many agencies will waive the requirement, and accept your non-audited financial statements, but some will not. If you find yourself in a situation where the grantor will not waive the requirement, your Chapter will have to determine if it is worth the cost of having your financial statements audited. These audits can be expensive, so it may be best to make the decision not to apply for the particular grant.


## **PAST DONOR INFORMATION**

It is not unusual for a grant organization to request a list of your Chapter's donors for the past year or your Chapter's source of funding. Your Chapter should maintain a list of your major sources of support and the events that you conducted to raise money.

## COVER LETTER

This is an introductory letter on your Chapter's letterhead that is sent with the completed grant request. The content of the letter should indicate that your grant application is enclosed and briefly explain what funds are being requested, for what project, and include a brief description of your Chapter.

Remember there is nothing wrong with having a prepared text for your cover letter, but do not use copies of a generic letter. Be sure each grant agency receives an "original" document that includes the name and address of the organization you are requesting funds from and an original signature from your president.

	<p>Any Town Chapter of AMBUCS 456 North Street Any Town, USA 00001</p>
<p>January 1, 2016</p>	
<p>Mr. Fred Wilson ABC Foundation 123 Main Street Any Town, USA 00001</p>	
<p>Dear Mr. Wilson:</p>	
<p>Thank you for the opportunity to submit the enclosed ABC Foundation grant application. This request for \$3,500, if awarded, will help the Any Town Chapter of AMBUCS purchase AmTryke therapeutic tricycles for children with disabilities in the greater Indianapolis area.</p>	
<p>AmTrykes are all about abilities. Properly balanced and safely supported, almost any child with disabilities can ride an AmTryke. They are designed to address the special and varied needs of children with disabilities. Models range from those with both hand and foot motion, to stimulate reciprocal movement, to hand cycles for those who can't make a full pedal rotation, to traditional foot cycles—all designed for riders with special needs. Though it is a therapeutic tricycle designed to help children improve motor skills, provide strength training, and build self-esteem, the AmTryke's most important feature is that it is fun to ride and offers children the chance of inclusive play with children of all abilities. Kids just get to be kids.</p>	
<p>The Any Town Chapter of AMBUCS has been serving our community for five years. We are part of National AMBUCS, a not-for-profit 501(c)3 public charity. The AmTryke Program is supported by all 140 chapters and their 5,500 volunteer members nationwide.</p>	
<p>Thank you for your consideration of this grant request. If you should have any questions regarding this request, please call AMBUCS member Iam Goodguy at 222-555-1212 or by email at <a href="mailto:AnyTownambucs@AnyTownambucs.com">AnyTownambucs@AnyTownambucs.com</a>.</p>	
<p>Sincerely,</p>	
<p>Iam Goodguy President Any Town Chapter of AMBUCS</p>	

## **EVALUATION PROCESS**

Grant agencies may require a plan to evaluate the success of your project. In most cases AMBUCS chapters complete projects that are tangible. They give AmTrykes, build ramps and playgrounds, or complete other activities that are easily measured.

If you are requesting funds to build five ramps, then your evaluation process would be to document that your chapter completed five ramps. If the grant is to fund 10 AmTrykes then your method of measurement is the purchase and donation of 10 AmTrykes. It may not always be that simple, but that is the general idea.

If you have a specific question regarding the evaluation process, call the organization you are applying to and ask them for clarification.

Here is an example of the evaluation process for the AmTryke Program.

### **PROGRAM RESULTS AND EVALUATION**

Measuring the AmTryke Program's success by reporting the donation of 16,000 AmTrykes nationally since 1994 or the Any Town Chapter of AMBUCS' efforts would be simple, but not complete. The popularity of the AmTryke is increasing as more therapists become aware of its therapeutic benefits and parents look for ways to provide their children with other forms of physical activity and home-based therapy.

AMUBCS has conducted parent and therapist surveys to determine, in part, what therapeutic benefits are being derived, how clients respond to the AmTryke, what increase in social interaction has been observed and the frequency of use of the AmTryke once it is received.

Parents were asked to respond if their child's flexibility, strength, endurance, coordination or control had improved since using the AmTryke. Parents reported they saw improvement in strength to their children's legs 82.6% of the time, while 65% reported improvement in arm strength and 88% in trunk strength. Improvements in all areas were reported.

One parent commented, "I want to say thank you for providing such a positive outlet for my daughter. She has been able to build strength, endurance and control in her upper body. This is a great asset to her future mobility options."

National AMBUCS has also encouraged therapists in graduate level studies to conduct research into the therapeutic benefits of the AmTryke. Five such studies have been completed with extremely positive results. AMBUCS endeavors to support the continuation of this research in an effort to replicate research results and to build a body of evidence with regards to the benefits of the AmTryke.

## **OTHER GRANT DOCUMENTATION**

Although grant applications tend to require basically the same information each grant application is different. There may be other items required for the specific grant for which your chapter is applying that have not been mentioned. If that happens, all you have to do is to insure you include that documentation with the grant application.

## Chapter 6

### Submitting the Grant by Mail, by Email or Online

You now have a completed grant application ready to be submitted. The application has been double-checked for accuracy, you have all the required documentation and have included the required number of copies of the grant (*some grant agencies want multiple copies.*)

All that is left is to mail the completed grant packet. This may seem like a simple detail but it is very important that you have it submitted **before** the grant deadline. The grant deadline, unless otherwise noted, is the day the grant application has to be in the office of the grant agency. Know your submission deadline before you start the application. If you are late in submitting your grant application, it will not be eligible for funding! This cannot be stressed enough.

To avoid losing a grant because of a missed deadline, be sure you have reviewed your grant packet and marked the deadline date on your calendar before you start the grant application. Don't wait until the last minute to submit your grant application. If you think your application isn't going to arrive at the grant agency on time by regular mail you might want to consider an overnight delivery service. It is **your chapter's** responsibility to insure the grant application arrives on time. If you miss the deadline, you lose the grant. But with a little prior planning your grant will arrive in plenty of time.

More agencies are requiring grant applications to be completed online or sent by email. Online applications will require questions to be answered and it is suggested that you prepare your answers in a word type document, check it for content, accuracy and spelling, and then copy and paste it to the online application. You will also be requested to upload documents to the grant application. The grant application link will allow you to browse for documents on your computer and then download them to the online grant application. This is why the documents discussed in this manual should be saved also as PDF documents (**PDF: Portable Document Format, is a file format that has captured all the elements of a printed document as an electronic image that you can view, navigate, print, or forward to someone else<sup>1</sup>**). This will make sending documents easier if you are submitting your grant application by email.

Whether you submit by snail mail, email or online, deadlines are important.

#### **Saving a Word Document as a PDF file:**

With the Word Document open, click on **File** located in the upper left corner of the screen. Next, click on **Save As**. At the **File name**, name your file. You will then click on the ▼ icon to the right of the **Save As Type** drop down box. In the drop down box select **PDF (\*.pdf)** and select **Save**.

#### **Scan your document as a PDF:**

You can scan a document on a document scanner or on "all-in-one" printers as a PDF file. You will still need to save the document. Refer to your scanner's or printer's owner manual if you need assistance in scanning and saving your document.

1. Vance, John, <http://whatis.techtarget.com/definition/Portable-Document-Format-PDF> (May 2010)

## Chapter 7

### The Award, Acceptance, Expenditure of Funds, Reporting and Record Keeping

Your grant was submitted on time and reviewed and you have been notified that you are being awarded a grant. Now you need to review the conditions of the award.

Along with your cash award there may be additional conditions the grant agency expects when the award is made. This may include certain reporting requirements, a limit on what the funds may be used for or other conditions specific to the grant agency. One simple rule, if your chapter is going to accept the award your chapter **must** be willing to abide by the grant conditions.

So, before you accept the grant, your Board should review the conditions. If there is something in the conditions of the grant that your chapter can not comply with or chooses not to comply with, then it would be in the chapter's best interest to decline the grant. On the other hand, if the Board has reviewed the conditions and is able and willing to meet the conditions, then the Board may approve the acceptance of the grant.

With your acceptance, send a thank-you letter along with the acceptance documentation. Like the cover letter this should be on original letterhead with an original signature from your chapter president.

Once the grant has been awarded, strict bookkeeping should follow to insure that the grant funds are expended **only for the intended purpose**. More than likely you will have to accurately account for all the expenditures, so there must be good accounting practices in place.

Another word on deadlines, some grant agencies require the funds to be spent in a specific period of time. Be sure you meet this deadline, or be prepared to return the portion of funds not spent.

If you find that you are not going to use all the grant funds on the project for which they were awarded, be prepared to return any unused portion. Prior to doing this, make contact with the grant agency awarding the funds and see if you can use the funds for another purpose. If so, it would be in the best interest of your chapter to get this acknowledgement in writing or in an email.

The grant conditions will outline what type of reporting the grant agency will require regarding the expenditure of funds. Some may not require a report, others may require a report when the funds are fully expended and others may require reports at different times during the grant cycle.

If you have pictures of your completed project send one or two along with your reports. Not only does this show how the funds were used, but it adds a personal touch and shows your appreciation for the grant.

Be sure to review your grant requirements on whether you need to maintain all documents related to a grant you receive. Although it is not always required it is advisable to maintain a file on all documentation regarding an award for at least three years, unless the grant

agency specifies a specific time. This will allow a review of grant awards and expenditures in the event there are questions on how the grant funds were used. It will also provide valuable information to new board members not familiar with what grants your chapter has received in the past.

## Chapter 8

### Where to Find Help

In Chapter 1 it was explained that this manual might not provide all the information you need to complete a specific grant. But don't despair because there is help out there.

National AMBUCS has a resource person on staff to assist you in your grant writing efforts, every step of the way. Bob Richard is reachable by calling 1-800-838-1845 x128 or [bohr@ambucs.org](mailto:bohr@ambucs.org).

Locally, another good source of assistance is your local governmental offices, whether city, county, parish, township, school or college district. There are very few levels of government that do not receive some type of grant funding. Most of the time there is one person working for one of these branches of government that has experience with the entire grant process. Don't be afraid to find this person and approach them with your questions. They may be able to offer some clarification on an issue or at least point you in the right direction.

Local social service agencies also rely on grant funding. Talk with the Executive Directors of these agencies and they may be able to provide some insight.

There are many books that go into great detail with regard to grant writing. You should be able to find them at your local library or search the internet. All you have to do is type in "grant writing books" in the search field.

If you do submit a grant application and it isn't awarded, you can call the grant agency and see if they completed an evaluation on your grant application as it may help you on your next grant submission.

And finally as you become skilled in the grant process don't hesitate to offer your assistance to other AMBUCS chapters who are just starting out on the grant writing journey.

Good luck and may you have great success in your search for grant funds!