

# THE CAWACO RC&D GRANT PROGRAM

FROM START TO FINISH

# THE CAWACO GRANT PROGRAM

- PART I: TYPES OF GRANTS
- PART II : THE BASICS OF A GOOD GRANT PROPOSAL
- PART III: THE SELECTION PROCESS
- PART IV: YOUR PROJECT!
- PART V: FINAL REPORTING, ACKNOWLEDGEMENT & PAYMENT

# I. TYPES OF GRANTS

## EDUCATION

- Must reach large audience
- Job/trade skills/scholarships/field trips
- Must fulfill educational purpose
- Can cover plans and designs
- \$5000 minimum; \$20,000 max

## CHALLENGE

- Can cover materials
- Infrastructure, equipment
- Labor costs
- Must meet Cawaco goals & objectives
- \$5000 minimum; \$20,000 max

- ☐ All Grants must fit within the Cawaco funding priorities found [HERE](#).
- ☐ Applicants must be non-profit entities or municipalities
- ☐ Make sure to include the correct STATE legislative District
- ☐ Grant Guidelines can be found [HERE](#).

# Examples of Educational Grants

- Books and materials
- Programs, field trips
- Job development/skills
- Educational Signage



# Examples of Challenge Grants

- Environmental Improvements
- Parks & Recreation
- First Responders
- Historic Preservation
- Equipment/ Materials





## II: What makes a good proposal?

- A CLEAR VISION:
  - Need is established
  - Someone to “take charge”
  - Long range goals and plans
  - Multiple partners
  - Community support



# 1. What is the need?

- What needs to be done?
- How will you see it accomplished?
- Does your project meet Cawaco's Goals and priorities listed in the [Strategic Plan?](#)



## 2. Who will be in charge?

- If your Project Manager leaves, who will oversee the project?
- Change in Admin can create obstacles but should not kill your project





### 3. What is the goal of the project?

After the project is completed:

- Who will benefit from this project?
- For how long will they benefit?
- Who will maintain it?



## 4. Who else is committed?

- How much support do you have from community members?
- Are they willing to volunteer or help to assure success?
  - ❖ *Cawaco grants do not require a match, but volunteers, donations, committed community members and passionate project manager will increase your odds of funding*



## 5. Community Support

- Is the person/ organization committed to the project?
- Are they contributing to the project?
- If so, make sure to clearly define the role they are playing



## II: The Selection Process



# The Selection Process



Application  
Received

Sent to Grant  
Committee for  
review and  
grading

Sent to full  
Board for  
final decision

A screenshot of the '2021 Cawaco Grant Application' form. The header includes the Cawaco ROD Council logo and address: 'Cawaco Resources, Conservation & Development Council, 1011 11th Ave South, Suite 141 Birmingham AL 35205'. The form contains fields for 'Applying Entity', 'Tax ID', 'Valid Mailing Address' (with sub-fields for Address Line 1, Address Line 2, City, State, and Zip Code), and 'Organization Phone'. It also includes dropdown menus for 'County' and 'Name of Alabama House Rep.', and 'Name of Alabama Senate Rep.'. A note at the bottom states 'MAILING ADDRESS ONLY: Your documents will be sent here'. A small link at the bottom left says 'Click here to find your legislative district'.

**AWARDS ARE ANNOUNCED IN SEPTEMBER**

# So...What does the Grant Committee Consider?

- Does project fit within our goals and objectives?
- Did applicant follow Grant Guidelines?
- Is there support from the community and plans for the future?
- Is it cost-effective?
- Will many benefit?
- Will the benefit continue long after completion?
- Is the budget clear and reasonable?
- Does applicant list partners?
- Does applicant indicate where budget numbers originate?
- Is applicant INVESTED in the project?



# Does your Project meet Cawaco's Goals?

- Do your homework and make sure to read the Grant Guidelines!
- How do you correlate your need to goals we have set?

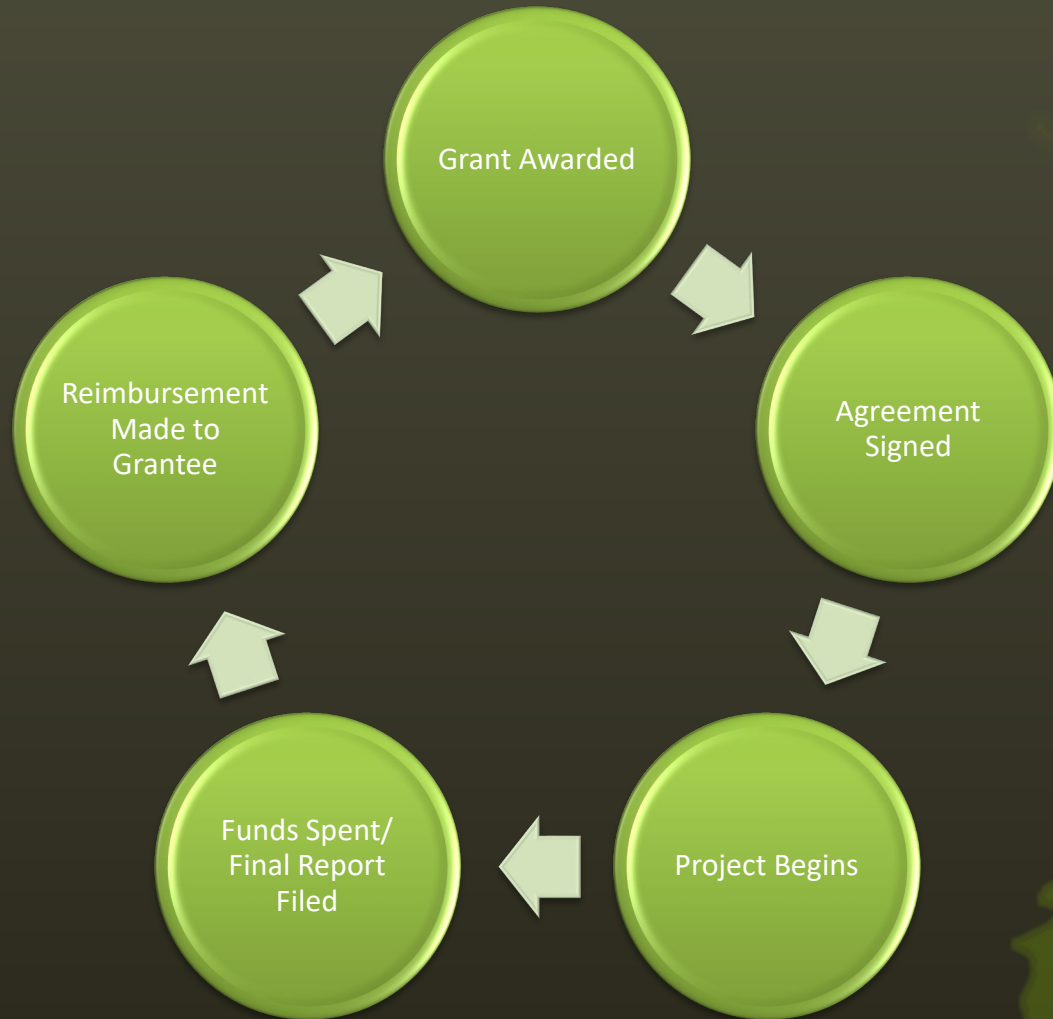


# Process:

- After grants are approved or denied, an email will be sent to grantee
- **AFTER contract agreement is signed, grantee can begin project**
- Final Report MUST be completed BEFORE your deadline
- ALL receipts must fall within the dates on your contract/ grant agreement



# The Grant Cycle



# You Were Approved?



Now What?

- Cawaco grants are REIMBURSABLE
- If your grant is approved, sign and return the Cooperative Agreement/ Contract ASAP!
- As you buy items, keep receipts and check copies together!
- Make sure to follow the budget in your proposal
- If you have questions or need guidance, call Patti @ 205.623.0457 or email @ [grantfunds@live.com](mailto:grantfunds@live.com)

I am here to help!

# What if you don't spend all the funds?



- Let us know IMMEDIATELY if you cannot complete your project or if you will not need the full grant award
- We set funds aside for YOUR project, and every year, we have grantees who fail to spend their grant award
- If necessary, we can reduce the amount or cancel your grant and use those funds on another project. Last-minute cancellations results in our having to return funds to the state
- Failure to communicate any issues and not closing your project not only forfeits your funds, but disqualifies grant eligibility for 2 years

# What if I spend more?

We can only reimburse up to the amount approved. However, we encourage you to document any additional expenses so we can capture the entire value of the project.

**PLEASE** spend all the funds!

Cawaco cannot keep the funds you do not spend. Any leftover grant monies are reallocated to an organization that needs them, or returned to the State.



# IMPORTANT INFORMATION!!!!

- **READ THE EMAILS I SEND YOU!!!** There is INFORMATION in the emails that are pertinent to your grant.
- You will be sent reminders as well as the LINK to the Final Report.
- WE DO NOT ACCEPT WRITTEN REPORTS OR EMAILED REPORTS!
- When you complete your project, PLEASE close it out
- If you run into snags, please call me. I will do everything to help make your project a success
- COMMUNICATE!
- Late reports are not accepted. Failure to cancel an inactive grant will forfeit future opportunities.

# The Final Report

- Final Report forms are found on the website
- **Final Reports are due BEFORE August 1**
- Final reports require the following:
  - A brief narrative
  - Minimum of 2 electronic pictures
  - **Copies of checks/or bank statements**
  - Copies of receipts and/or invoices  
(2 validating forms of documentation)



# REMEMBER:

- Acknowledge Cawaco for providing funds
- Promotional wording *must* read as follows:

“Funding for this project was supplied (in part) by Cawaco RC&D, Inc. [www.cawaco.org](http://www.cawaco.org)”
- Official press events will be coordinated through Cawaco’s Director of Public Relations, usually in the fall.



# Payment



- After Final Report is received and processed, you check will be mailed.
- A press event will be coordinated through our office to publicize your project and include local legislators.
- We may highlight your story in our newsletter, on our Facebook page or on our website.
- After all paperwork is received, it can take up to 3 weeks to receive your reimbursement.

# THANK YOU!

Your hard work and dedication to your community is inspiring!

You are making Alabama a better place for everyone to work, play and learn!

We appreciate all you do to help Alabama communities thrive! We are here to support you!

Patti Pennington  
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Cawaco RC&D Inc.  
205-623-0457