



Grant Writing Workshop

2026 RFCY Participatory
Grantmaking Pilot Project



Friday, February 13th, 1pm-2:30pm



SECTION 1

Introductions





RDA Consulting Support



Dina De Veer
Workshop Support



Julia Lang
Workshop Host & Grant
Coach



Amanda Winn
Grant Coach



Coaching Support

Up to 2.5 hours of
1:1 Coaching per
organization

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
In person Grant Writing Workshop 	Coaching Session one: 30 minutes	RFP Review: <i>estimated</i> 90 minutes	Coaching Session Two: 30 minutes	How to Submit Guidance Check-in
Purpose: To create a shared understanding of tools and tips for proposal writing	Purpose: Understanding Your TA needs. Setting you up to get started.	Purpose: Detailed review and input on how to improve your proposal.	Purpose: Final questions and support to submit your proposal.	Purpose: A half hour virtual meeting to confirm the proposal submission process.

Who is in the Room?

Networking Icebreaker





Today's Agenda



● Introductions

● Purpose

● Steps for Applying

● Available Support

● Q & A

● Next Steps

**1.5 hours from
1pm-2:30pm**



Clearly understand the grant opportunity



Learn tips and tricks for applying to grants



Leave with a clear understanding of what you are applying for and the steps to do so



Group Agreements

- One person speaks at a time
- Mutual respect
- Collaboration not competition
- Phones and pings on silent
- Honoring this time for this purpose
- Anything else?





SECTION 2

Purpose & About the Grant





The Purpose
Helping
providers
closest to the
issues do the
work



Grant Timeline

Request for Proposal (Application) Timeline	
TASK	DATE
Request for Proposal Release	January 30, 2026
Information Session	February 4, 2026
Applications Due	Friday March 13, 2026 by 11:59 p.m.
Application Review and Scoring	March- April 2026
Grant Award Notification	May 2026
Grant Award Period	July 1, 2026 - June 30, 2027



How many grants will be given out?

About **6-7** awards for orgs under \$175K

About **3** awards for orgs under \$175-\$499K

About **3** awards for orgs with budgets \$500K +



Key Terms

Grant and **Proposal** will both be used to mean the same thing for this opportunity.

RFP = Request for Proposal

Evaluation of proposal means how they will score or grade your proposal

Revenue – incoming funds

Expenses – costs to run programs



SECTION 3

Steps for Applying





Summary of Steps

1. Review the proposal
2. Does your organization/ project fit the grant?
3. Prepare & Plan
4. Write your first draft
5. Edit and fine tune
6. Submit
7. Find out if you are awarded



Step 1: Read through the Proposal

- Take your time
- Note what information is needed
- Write down questions you have as you read



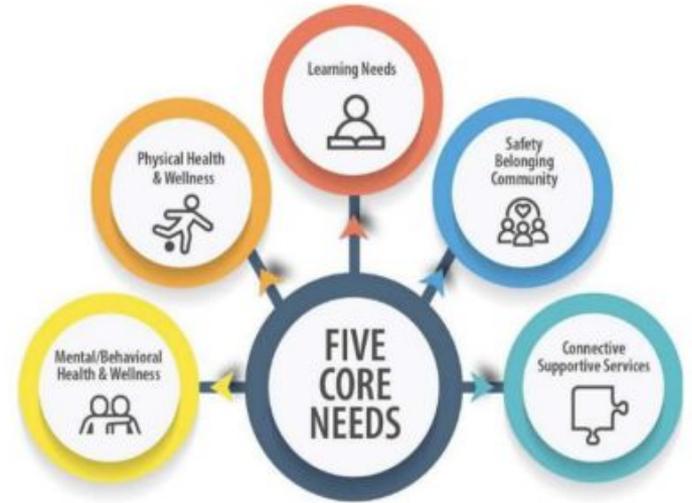
Step 2: Determine, is your organization a fit for the opportunity?

- Are you a nonprofit or do you have a fiscal sponsor that has nonprofit status?
- Will your project serve children and youth 0-24 years old?
- Do you serve children and youth in Richmond or unincorporated North Richmond?
- Do you have documents that can confirm your organization's total budget?



Does your project match the core needs of the funder?

- Mental/Behavioral Health and Wellness
- Physical Health and Wellness
- Learning Needs
- Safety, Belonging, Community
- Connective, Supportive Service





Does your project serve children and youth that are:

- Justice System-involved
- Pushed out of school
- Unhoused or at risk of being unhoused
- In poverty
- Immigrants
- LGBTQ+
- Teen parents
- Individuals with poor physical, mental, emotional and behavioral health outcomes and disabilities



Do the available amounts match your budget need?

If your organization's budget is **less than \$175,000** for the year you can ask for:

\$10,000 - \$25,000

If your organization's budget is **more than \$175,000** for the year you can ask for:

\$10,000 - \$50,000



Do you have (or can you get) the following documents?

- Board of Directors Roster
- Proof of 501(C)(3) Status; or
 - Letter of Agreement with Fiscal Sponsor (if using one)
- 990 or 990N Document Proving Organizational Total Budget; or
 - Document Proving Fiscal Sponsor Total Budget (if using a Fiscal Sponsor)



Step 3: Prepare and Plan

- Create a proposal team (if you have one)
- Make sure leadership is on board with your idea!
- Figure out who will do what
 - Collect required documents
 - Narrative (written responses)
 - Budget
 - Activity and program projections
- What you are seeking funding for and what it will cost



Develop internal deadlines based on timeline

See your email for the timeline!

Key dates:

- 1:1 Technical Assistance: Feb 13–Feb 27
- Submit proposal for feedback: Feb 16–March 6
- Proposal due: March 13, 11:59 PM

**Raise your
hand if...**





Activity & Service Planning

These to be rough estimates!

Current Program:

- Look at average individuals served over the past four quarters (by age, gender, and zip code)
- Does this feel right moving forward? Will program be expanded? If so, reflect that in numbers.

New Program:

- Consider how many staff you will have.
- How many people can they reasonably serve?
- What is the demand like? Are you confident you will fill quotas? If not, reduce estimates.



- **Staff capacity:** I have a staff of 2, running an afterschool program (they have capacity to serve 30)
- **Outreach method:** We already know there's a waitlist on other similar programs
- **Program Slots:** We expect to serve 25 youth per day and expect each slot to serve about 4 youth throughout the year (from kids coming and going)
- Total # of participants = **100**



Budget Planning

- Figure out which costs you want this grant to cover?
 - Is it staffing and materials?
- How much will that cost for 1 year?
- What other funds are covering this program, if any?

Take some time to brainstorm!



10 minutes





SECTION 4

Writing & Editing Tips





Use the Template!

- Why? It's easier to have other people edit your work!
- Check your email for a submission template you can work from prior to entering information in Submittable
- Upload template to a shared digital space (Drive, Dropbox, SharePoint, etc) for easier group editing
- Once the template is complete, you can copy/paste information into Submittable



Did you know?

If you have applied to RDCY previously you can request your application scores

Reach out to (510) 620-6523 or youth@richmondca.gov

**Remember,
you are the
expert on
your
program**





Know how your proposal will be graded

Narrative Element	Points
Organization Story and Program Summary	20 Points
Program Design	35 Points
Outcomes and Impact	25 Points
Budget	20 Points
Richmond Based Organizations	10 Extra Points
Total	100

*Check your email for additional guidance



Elements of a Strong Proposal

Responsive

Organized

Persuasive

**No
Assembly
Required**



Responsive

Respond to each question, making sure that you are answering what it asks.

Why is this important?

- Skipping over required material can impact your score
- This is your chance to tell your story and advocate for your organization to receive funding.



Organized

- **Match the language in the grant:** “What are the program goals and objectives?” - The goals of are program are.. The objectives of our program are...
- **Use transitions to move from one idea to the next:** Once participants are recruited then...



Persuasive

Don't just say you are the best, prove it with data and clear examples of how your work improves lives.

Tell the story of how your organization works and why that's important.



No Assembly Required

Don't leave it up to the reader to put the pieces together! Assume that they don't know anything and that you have to explain how your program accomplishes what they are looking for.



Writing Tips

Consistency

- Be consistent with the words you use
 - If you start with the term “client,” don’t switch to “consumer”
- **Be consistent in dates and numbers served**
- **Write out acronyms when you first use them**
 - Community Needs Assessment (CNA)



Writing Tips

- **Describe why your program is needed by giving real examples of the need and your impact**
 - You can *use real data to talk about the issues you are addressing. You can share the impacts of your programming to show what you do.*
- **You don't have to hit the full page count or word count** (just don't go over)
 - It's fine if you don't use all the characters allowed!



Writing Tips

- **Use active voice**

- I ate a delicious lunch (not “A delicious lunch was eaten by me”)

- **Write for your reader**

- Pretend you are in the shoes of the person who will read your responses. Write it for someone who does not already know what your organization does.



**Make sure to use
word count**



**Remember we can
help review and give
feedback!**



Editing Your Own Content & Receiving Feedback

- Take time away if you are the writer and editor
- Review the guidance before editing
- Review the proposal
 - Check for alignment across all parts of your proposal (does it make sense, does it answer what is being asked)?
 - Is there anything missing?



Editing Your Own Content & Receiving Feedback

- Use spell check and confirm correct word count tools
- Add in feedback and edits that you've received. Make sure it still makes sense



SECTION 6

Submitting your proposal





Set up your Submittable

- Only one account is allowed per org
- If you already have an account for your org, use that

- [Follow the submittable link](#)
- Log onto your organization's Submittable account or create a login if your org doesn't have one
- Choose the "Richmond Fund for Children and Youth: FY26-27 Participatory Grantmaking Project (click the submit button)"



Packaging & Submitting

- Use what you wrote on your template to fill in the response boxes in submittable
- *make sure you are under the word count or what you wrote will get cut off when you copy paste
- Attach the documents they are asking for



Required Documents

- Proof of 501(C)(3) Status
- Board of Directors Roster
- Letter of Agreement with Fiscal Sponsor (if using one)
- Document Proving Organizational Total Budget
- Document Proving Fiscal Sponsor Total Budget (if using a Fiscal Sponsor)



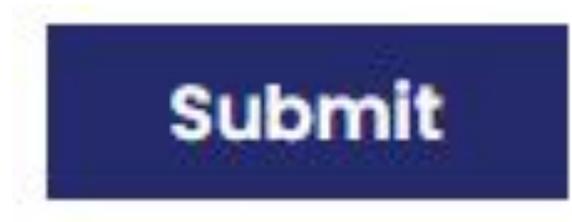
Packaging & Submitting

- Hit save draft as you go (at the bottom)
- At the end review that all of the information is in the right place and that there were no copy paste or uploading issues



Due: Friday,
March 13th by
11:59PM

Turn in your grant!





10 minutes

Q & A





**If you have any
technical issues,
you can reach out
to the city!**



Next Steps

ONE

Sign up with RDA TA coaches for support!

TWO

Review the proposal and confirm your program's eligibility.

THREE

Plan Assemble your team and plan your proposal writing (timeline, roles, budget, and program plan).

FOUR

Write your proposal responses in the template and **gather** needed documents.

FIVE

Ask your TA Coaches to **review your application**, and add in the feedback that you found helpful.

SIX

Submit your application *before* midnight on March 13th!

Post Workshop Thoughts

Fill out a survey about your experience!





**Thank you
for showing
up!**



**If time allows, Sign
up for coaching**



Helpful Links

- [the proposal on submittable](#)
- [RFCY Grant Page](#)
- [Coaching Scheduling Link](#)