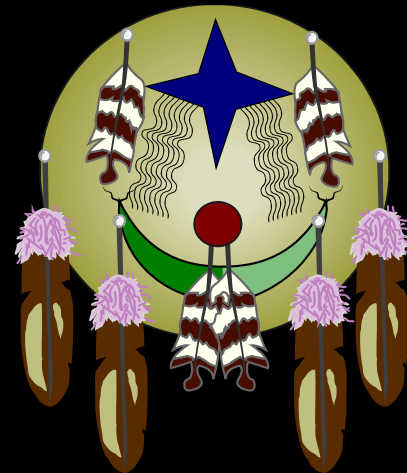


*Best Practices:*  
*Fundraising & Administering LIHEAP*

*2015 NEUAC Conference*

Baltimore Marriott Waterfront

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*Presented by:*



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# *General Thoughts:*



- What is a Proposal?
- What type of funding are you seeking?
- Have you ever written a grant?
- Do you have the capacity to oversee?
- Have you planned your process?
- Once you receive funding, what are your requirements?
- Has your project changed?

# *The Brainstorming Process*



- Criticism is ruled out
- Combination and improvement are sought
- Quantity and quality is wanted
- Don't pull rank
- Withhold judgement on ideas that have been generated until later
- Encourage all ideas-the wilder the better
- Treat ALL group members as equals

# *Refining Your Ideas*



1. What is the idea for your project?
2. What is the problem?
3. Is the project feasible for you and your organization?
4. Do you have the expertise?
5. Whom will the project serve?
6. Who will direct the project and who will staff it?
7. Does the project have wider applicability?
8. What results should it achieve by the end of the project?
9. How long will the project take?
10. What geographic area will you serve?
11. How much will it cost to achieve the results you want?
12. Have you involved the community?

# *Establish Goals & Objectives*



- GOALS – long-range outcome

Not more than ten (10) per year

- OBJECTIVES – short-range outcome

Not more than three (3) objectives per goal

**REMEMBER:** Make it Measurable

*“What gets measured gets done!”*

# *Make Determinations*

- Identify what goals are achievable in the determined timeframe.
- Determine what goals can be accomplished on a year to year basis to make progress in achieving the planning goals.
- After identifying goals, begin the project.
- If it is determined later, these goals cannot be accomplished in the time allotted, make the necessary revisions.

# *Project Management*



- What has changed since you applied for funding?
- Do you still have the capacity to meet the goals?
- Have the key players changed?
- Do you want the funding?



# *Q & A*



Thank you.....Enjoy the Conference!