

## Technical Writing | Grant Writing

**Client: Living Green, Spokane Neighborhood Action Partners (SNAP)**

Applied for two grants on behalf of a local non-profit organization.

### *Constraints:*

- Must be a new grant SNAP has not applied for in the past
- Award amount must be a minimum of \$1,000
- Foundation must have awarded grants in Washington state in the past year
- Focus on Living Green, and extension of SNAP's services
- Meet deadlines for both grant and client

### *Contributions:*

- Selected Build-a-Bear Workshop Foundation, which prioritizes the same values as Living Green
- Wrote content for the Goals and Objectives and Evaluation pages
- Edited the document in its entirety for consistency and alignment with Living Green standards in professionalism

### **Software Used**

MS Office: Word

### **Skills Used**

Research  
Technical Writing  
Editing

Workshops are designed to introduce practical skills to help parents implement the beneficial techniques in their daily lives. They also allow for a personalized experience in which each participant can share their own experiences.

A workshop provides a way for parents to intensify their knowledge of sustainable living in a relatively brief amount of time. They also provide a sense of community and belonging among participants who would otherwise be isolated.

Living Green is seeking \$1,375.00 to purchase printing materials. These materials offer tips on how families can keep their homes clean and contaminant-free.

## Goals and Objectives

**Our goal is to empower low-income families to take control of their homes which will lead to the overall wellness of the community.**

The objectives of our workshops are to:

- Teach parents how to identify potential sources of contamination and determine possible solutions:
  - implement a cleaning plan
  - eliminate moisture and mold problems
  - use non-toxic cleaning techniques
- Assist parents in creating their own non-toxic cleaning plan which includes:
  - an all-purpose cleaner
  - scrubber solution
  - a recipe booklet
- Enable parents to understand the inter connectedness of sub-systems within a house through completing a pre and post survey on healthy homes principles
- Allow parents to identify community resources that can help in creating a healthy home and move each participant towards a sustainable lifestyle.

We achieve these objectives by breaking the workshop materials into **seven manageable lesson plans**. The lesson plans are designed to engage the participants in the following discussions:

- **Keep homes dry**
  - removal of mold and moisture
  - regulation of humidity from heating and cooling systems
  - identify interior and exterior sources of water leakage
- **Keep homes clean**
  - discuss wet vs. dry cleaning methods
  - elimination of clutter
  - implementation of a cleaning action plan
- **Keep homes ventilated**
  - address areas that require ventilation
  - learn about types of ventilation (ex. comparing fans vs. windows)
- **Keep homes pest free**
  - discuss types of pests and where they are prone to reside
  - identify potential routes to the house

- learn about non-toxic, proactive ways to deal with problems
- determine when it is appropriate to call a professional
- show the consequence if the pest population is left unchecked

- **Keep homes safe**

- fire hazards
- fall hazards
- carbon monoxide gas

- **Keep homes contaminant-free**

- introduce common household toxins
- teach non-toxic cleaning methods
- learn how to read labels on toxic chemicals
- eliminate asbestos, lead, and radon
- inform parents about health issues associated with household contaminants

- **Keep homes maintained**

- create a sustainable action plan before participants leave the “Healthy Homes” workshop

In order to reach out to our community members, Living Green will work with regional judicial, human, and social services. The program administrator, Kim Kreber, will make telephone calls, develop and distribute informational brochures, and issue public service announcements about the Living Green program and its eligibility requirements, services, and regional contact information.

## Evaluation

To measure the effectiveness of the education provided by Healthy Homes, assessment tracking will take place at five different times spread out within a year period. This will ensure a connection with the individual and also gives feedback to Living Green regarding improvements and valuable comments for future workshops.

At the beginning of the workshop, participants are asked to rate their knowledge and interest in sustainable habits that effect the environment and each participant personally (i.e. turning off the lights when exiting rooms, taking three to five minute showers).

At the end of the workshop, participants are again asked to rate their knowledge, understanding, and interest in sustainable behavior change. Participants are also asked to identify three actions coming directly out of the workshop that they are willing to adopt in the next month.

The staff will conduct phone calls to workshop participants to monitor the progress of their documented action items. Questions include, “Did you adopt the actions in your home?”, “If not, why not?” If the participant did have trouble adopting the behavior, they will be presented with possible solutions.

The staff will conduct phone calls to the participants asking how their adopted habit changes have directly affected their household costs and/or occupant health. If no reduction in costs is found, possible barriers are determined and documented. Further investigation and research may need to occur.

All documented tracking of each workshop participant and follow-up surveys will be analyzed and placed in to a final grant report. This report will be presented to the SNAP Board of Directors.

Program success will be defined as those who adopt daily choices that will lead them towards a sustainable lifestyle. Success will be measured at each step that the participant takes with Living Green. Through continuous communication with the participant, staff is able to personally guide and foster sustainable behaviors while providing accountability.