

Woodstock Economic Development Council (EDC) Grants Manager

Project Overview

Many Woodstock residents have great ideas for creating programs, improving buildings, and pursuing new ventures to improve economic and community development in Woodstock. Often the first question is: How will we fund this? There is an increasing amount of grant funding available from many different sources designed to support economic development ideas. However, identifying applicable grants and putting together the grant proposals can be a complex undertaking.

A part time experienced grants manager would be able to focus time and attention to identify grant opportunities for local businesses, the municipality, and non-profit organizations; to write and submit proposals and then manage reporting requirements once the grants are won.

This position would be a contract role, reporting to the EDC. Expected hours per week may vary, with 10 expected on average.

Grant Request

\$30,000

Total Project Budget

\$30,000

Applicant Information

Name of Applicant / Organization / Business

Patrick Fultz, EDC Board Member

Mailing Address

Town Hall, The Green, Woodstock, VT 05091

Name of Project Coordinator

Patrick Fultz

Contact's Email Address

Telephone

802-332-6336

Organization's Website URL

<https://www.woodstock-vermont.com>

EIN

N/A

Applicant / Organizational Description

The purpose of the Economic Development Commission (EDC) is to plan and implement sustainable economic development in Woodstock, to:

- Increase the number of visitors who are most likely to develop connections to the area and contribute to the economy
- Grow and diversify the resident population to enrich the community and the quality of life.

To plan & implement sustainable economic development in Woodstock, we undertake the following activities:

1. Encouraging and helping existing and new businesses prosper, creating more job opportunities, becoming more environmentally conscious,
2. Making this a livable and welcoming community for a diverse, multi-generational population,
3. Promoting a welcoming, sustainable Woodstock area,
4. Improving and making the best use of land, buildings and other physical infrastructure, and
5. Developing tools to promote a sustainable economy.

If you are applying on behalf of an organization, what is your total organizational budget?

\$300,000

Project Information

Detailed Project Description

Many Woodstock residents have great ideas for creating programs, improving buildings, and pursuing new ventures to improve economic and community development in Woodstock. Often the first question is: How will we fund this? There is an increasing amount of grant funding available from many different sources designed to support economic development ideas. However, identifying them and putting together the grant proposals can be a complex undertaking.

The EDC Grants Manager would:

- Research grant opportunities to identify funding for ideas and ventures for local businesses, the municipality, and non-profit organizations that further the goals of the EDC.
- Publicize the opportunities
- Work with an identified group of local businesses and organizations to help them remain aware of grant opportunities.
- When opportunities are agreed upon, write grant proposal narratives, collect required materials, and submit proposal packages by the published deadlines. This process will require working closely with applying organizations to create accurate and compelling applications.
- Manage reporting requirements, including writing report narratives, collecting required data and materials, and submitting report packages by the specified deadlines.

This position would be a contract role, reporting to the EDC. Expected hours per week may vary, with 10 expected on average.

The ideal candidate:

- Is an experienced grant writer with several years of experience writing a variety of grant proposals and reports or have demonstrated transferable business writing skills.
- Has knowledge of the various types of grant processes (letter of inquiry, concept paper, full proposal, etc.) and reports, as well as grant research tools.
- Has the interest and ability to learn quickly about a variety of organizations and their needs.
- Has familiarity with the Woodstock area and the interest and ability to build good working relationships with

area organizations (e.g., the Green Mountain Economic Development Corporation, Two Rivers Ottawaquechee Regional Commission (TROC), etc.)

Project Timeline

Phase 1: Hiring the Grants Manager (March - May, 2022) - Detailed job description, job postings, interviews, selection

Phase 2: Research and Preparation (May/June 2022)

Phase 3: Full Launch (June 2022) - Provide services to the community as described above

Project Champion

Patrick Fultz is an EDC Board Member is the champion for this project. He is a full-time resident of Woodstock, vested in his community as co-owner of Sleep Woodstock Motel. He is an experienced manager of a diverse group of people as the owner of DM Creative Group.

Patrick is a contributing community member currently on projects with the Chamber, the Woodstock JobBank, and Ottawaquechee Health Foundation (OHF).

The Grants Manager position is a continuation of Woodstock's goal of bringing new businesses and residents to town. How? By helping people find funding for programs, projects and, businesses that will facilitate this goal. Having a professional grant writer will dramatically help drive the successful finding and winning grant funds.

Project Budget Narrative

Contractor compensation (At \$40 to \$60/hour the compensation would be for 500 to 750 hours for the year), for a maximum of \$30,000

Project Budget - Itemized

Income Category	Total	Applicant	EDC	Other	In-Kind
Grant Funding	\$30,000		\$30,000		

Expense Category	Total	Applicant	EDC	Other	In-Kind
Contractor Compensation	\$30,000		\$30,000		

What will success look like?

Success will be judged on three criteria:

1. Number of Grants Identified
2. Number of Grant Applications Submitted
3. Number of Grants Won

This will be monitored on a monthly basis. The need should be strong, Funds will only be spent when there are people/businesses requesting help.

Community support for this project

Currently, we have not directly reached out to the community. But anecdotally we've heard people and

Currently, we have not directly reached out to the community. But anecdotally we've heard people and groups struggling to find, apply and write successful grant proposals. They wished they had help but don't know where to look for this help. A grant writer has very specific skills that can make the difference between finding grants, and then winning or losing a grant.

We'll use the obvious channels to promote the Grant write including:

- Local Newspapers: we'll reach out to papers to write an article(s) about the new grant writer with how to best enlist their help.
- Woodstock ListServe: on a regular basis we'll post here reminding people there's help for them to find, write and apply for grants.
- Emails to existing Chamber member business.
- Creation of a page on the EDC Website that will be promoted by all outreach options above.

We'll build community support by winning grants for projects that make a difference.

Community support for this project

The program will only use EDC funding and will not expand beyond the funds granted. Future funding will be requested from the EDC if the program is successful.



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