

### Grant Writing Basics

- Ideas for funding
- Is it Innovative?
- Does it meet a need? (how do you know?)
- Is it helpful to someone or something?

### Finding the source of \$

- Start with people you know - do you or they have connections with funding sources?
- Start local
- Then regional
- Then national

### Where to find information

- Ask people who seek grant money
- Internet
- Local library

### General Types of Funding Sources

- Private Foundations and Donors
- Local governmental organizations (WLSSD, School District,...)
- State Government (Legislative dollars, state agencies: O.E.A., D.N.R., ...)
- Federal Government (E.P.A., National Science Foundation, ...)

### What's an R.F.P.?

- Your need must match the criteria and mission of the organization.
- Contact the granting organization for information and clarification
- Personal communication at this point is key.

### Personal Communication

- Find out what the granting agency will fund.
- Describe your organization and its 'track record'.
- Ask if they might be interested in funding your idea. They may be able to explain how you could change your idea to increase its likelihood of funding.
- Communication is KEY! (Primarily with private, local, & state agencies. Feds usually don't want to talk to you)

### Who writes the proposal?

Is this different from the P.I.?

### Principles of Proposal Writing

- Neat and Clean
- Write it in English!
- Make it Brief
- Be POSITIVE

### The Cover Letter

- This is where you make your first impression, make it good!
- Professional look, brief explanation of your organization and the project.
- Contact information and details.
- The Proposal Summary
- The Importance of a Summary
- What it is: brief, clear, interesting statement of what the proposal is

### The Introduction

- What's in a Name?
- What to put in your Introduction
- Making it Readable
- Focus on Credibility

### The Problem Statement or Needs Assessment

- Most Critical Part of Proposal
- Supported by Evidence

### Program Objectives

- Objectives are Outcomes
- Process Objectives

### Methods

- Steps to Desired Results
- Timeline
- Staffing

### Evaluation

- Why it's Important
- Who Should Conduct the Evaluation
- Designing the Evaluation

### Future Funding

- Future Funding for this program

### The Proposal Budget

- Details of the budget - How specific you are is based on the needs/wants of the funding agency
- Include Indirect Costs ("overhead")

### Letters of Support

- From Collaborators
- From supporting agencies
- What should they say?

### Attention Getting Tips:

- Use bullets
- Outline when possible
- If you can say it in less words and still get the meaning across, do it.
- Use white paper - recycled might show your commitment, but it's hard to read and copy.

### Checklist for the Proposal Summary

- Belongs at the beginning of the proposal
- Identifies the grant applicant
- Includes at least one sentence on credibility
- Includes at least one sentence on problem
- Includes at least one sentence on objectives
- Includes at least one sentence on methods
- Includes total cost, funds already obtained, amount requested in this proposal
- Should be brief
- Should be clear
- Should be interesting

### Checklist for Proposal Introduction

- Clearly establishes who is applying for funds
- Describes applicant agency purpose and goals
- Describes agency programs
- Describes clients or constituents
- Provides evidence of accomplishment
- Offers statistics to support credibility
- Offers statements and/or endorsements to support credibility
- Supports credibility in program area in which funds are sought
- Leads logically to problem statement
- Is interesting
- Is free from jargon
- Is brief

### Checklist for Problem Statement

- Relates to purposes and goals of organization
- Is of reasonable dimensions
- Is supported by statistical evidence
- Is supported by statements from authorities
- Is stated in terms of clients or beneficiaries
- Is developed with input from clients and beneficiaries
- Is not the "lack of a method" (unless the method is infallible)
- Doesn't use jargon
- Is interesting to read

#### Checklist for Objectives

- Describes problem-related outcomes of your program
- Does not describe your methods
- States the time when the objectives will be met
- Describes the objectives in numerical terms, if at all possible.

#### Checklist for Methods

- Flows naturally from problems and objectives
- Clearly describes program activities
- States reasons for selection of activities
- Describes sequence of activities
- Describes staffing of program
- Describes clients and client selection
- Presents a reasonable scope of activities that can be accomplished within the time allotted for program and within the resources of the applicant

#### Checklist for Future Funding

- Presents a plan to provide future funding if program is to be continued
- Discusses both maintenance and future program funding if program is for construction
- Accounts for other needed expenditures if program includes purchase of equipment