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