The Sharpest Grant Writer

You Dream For Grants, We Grant Your Dreams

Everything you Need to Know About Grant Writing…And More!!!

Tenishia Sharp, Grant Coach

Government Grants

Step by Step Development of a Government Grant

Develop a Clear Strategic Plan

- You need to have a plan in place. Why do you need the money and what will you do with it?

- What would you say if you were in an elevator and had 30 seconds to convince a potential funder?
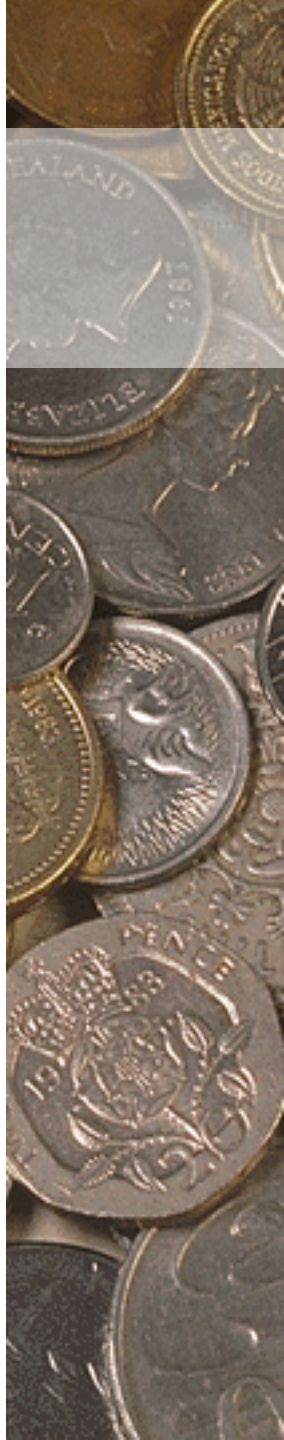
Research Potential Funders

- Bookmark the websites you want to check on a regular basis.
- Sign up for email notification of funding opportunities.
- Research foundations and establish relationships.
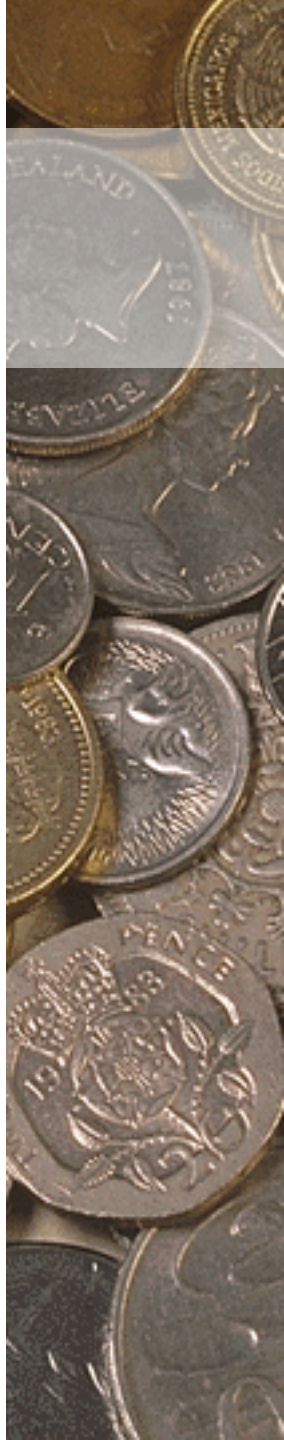- Use Google.
- Don't forget retailers.

Different Funding Sources & Types of Applications

- Federal and State Request for Applications (RFAs) and Requests for Proposals (RFPs)

- On-line applications

- Letters of Inquiry

- Foundation Project Proposal

- Corporate Project Proposal

Follow Directions

- Read the application several times to pick out all details.
- Include all required forms.
- Number of pages.
- Margins.
- Font size and type.
- Line spacing.
- Line numbering.
- Page numbering and footers/headers.
- Due date (received or postmarked).
- Number of copies.
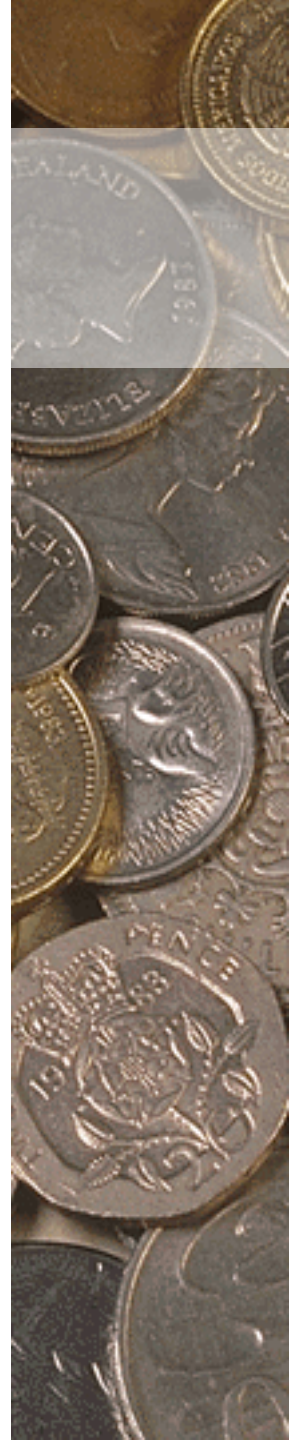- Signatures and color of ink.
- Attachments.

Common Sections of Govt. and Foundation Grants

- Title/Cover Letter
- Executive Summary/Abstract
- Statement of Need
- Goals & Objectives
- Project Description
- Timeline
- Administrative Structure/Organizational Information
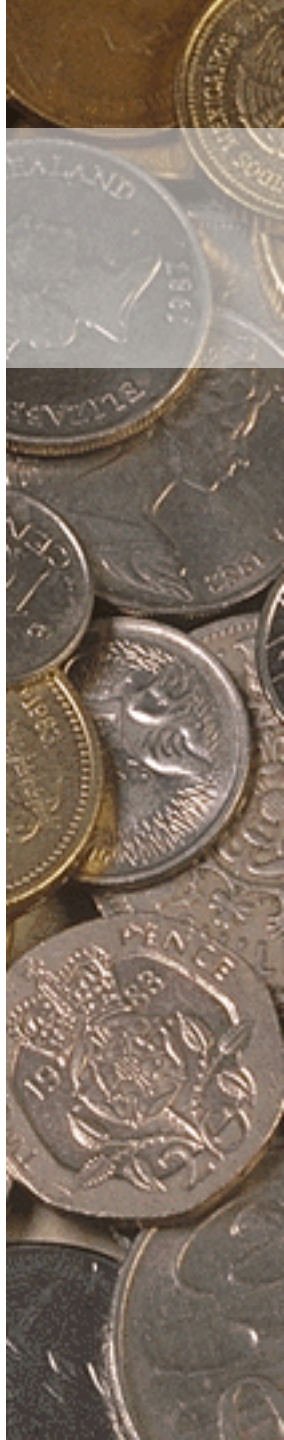- Evaluation
- Budget
- Conclusion

Title

- Is it appropriate to the project?
- Is it a CATCHY title?
  - Quilting Through History!
  - Cultural Quest
  - Classic Connection
- Acronyms are fun!
  - TAC: Technology Across the Curriculum
  - TAP: Technology Art Potential
  - STARS: Student Tiger Academic Reward System
  - WIN: Writing Improvement Network

Government Abstract

- Usually a one page summary of your application.
- Should provide a brief overview of ALL the sections of your application.
- It is the last section to be written and is the first thing the reviewers will see.
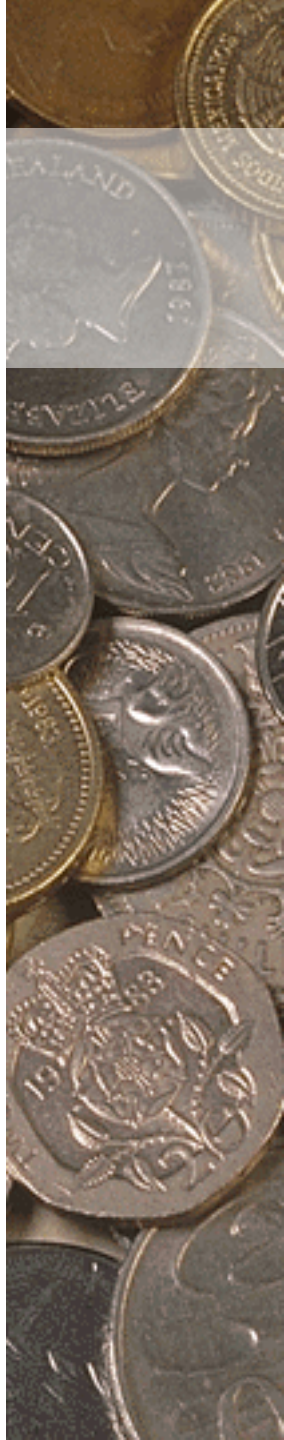- May be published on a website by the funder.

Government Need

- Provide general background information so the reader knows about your community/school.

- Include data to support your case.

- The lack of what you need is not a need.

- Identify gaps in services or resources.

Government Goals and Objectives

- Include process and outcome measures.
- Goals are broad statements.
- Objectives are measurable and time specific.
- Must relate directly to your need.

Government Project Description

- This section lays out the activities you will undertake to achieve the goals and objectives.
- This should be a road map for the implementation of your project.
- Be specific and clear.

Government Activities

- Describe, step by step, how you will make it happen.
  - "The project will be launched by ...   Students will then...   The next step... Finally..."
- Give enough detail to make it convincing.
- Convince the reader that you've thought through all the details and that this project will be successful.
- Don't get bogged down in so much detail that you bore the reader.

Project Involvement Community Partnerships

- Required for your grant?

- Might involve parents, community members, businesses, other schools, universities, etc.

  - **"The local quilters' will work with students on the project, as well as parents and grandparents... Experienced quilters from local Senior Citizens' centers will be contacted... A local quilt shop..."**

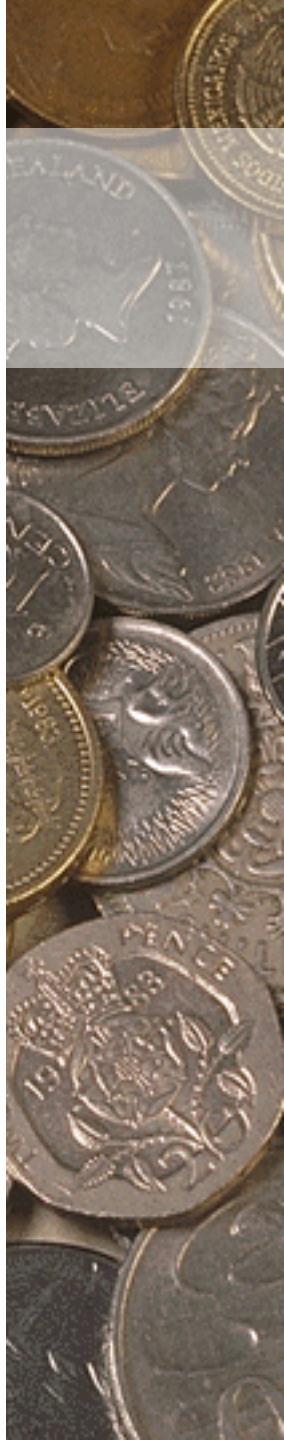- You don't need all of these. Select the partners most appropriate to your project.

Government Timeline

- This can be in narrative or in chart format.
- When will your project begin? When will it end?
  - **Give specific months for implementation.**
  - **Expenditures must be completed by June 30**
- Give enough detail to show that you know how to make this project a reality?
- Make it concise.

Government Sustainability

- Will you continue this program in future years?
- How will it be funded?
  - **Can it continue without additional funding?**
  - **Can it be funded through other sources?**
- Is it evident that this project is not just a one-time shot?
  - **Spend grant money on things that are not consumable, so the program can continue.**
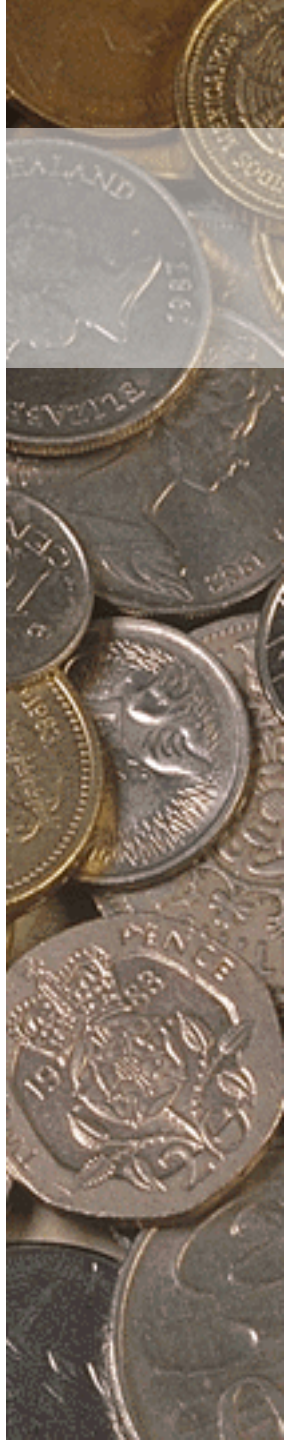
Government Administrative Structure

- Who will be responsible for the implementation of the project?
- Will there be an oversight/advisory committee?
- Will site or district administration be involved?
- Include a table with roles and responsibilities of different individuals and groups.

Government Success/Evaluation

- How will you determine that your activities were effective in achieving the stated goals and objectives?

- Will you use an external evaluator?

- What type of data will be collected and how will this be done?

- Consider both a formative and summative assessment.

Budget Government

- Have you researched costs, so your budget is specific and practical?

- Use grant funds to invest in materials and equipment that are nonconsumable. This allows the program to continue in future years without additional funding.

- Be creative; Look for ways to fund part of the project through parents, business, and existing site resources.

- Include indirect cost.

Foundation and Corporate Grants

Development of a Foundation or Corporate Grant Proposal

Govt. vs. Foundation Grant

Government

- Specific invitation and guidelines

- Extensive research required

- Longer in length

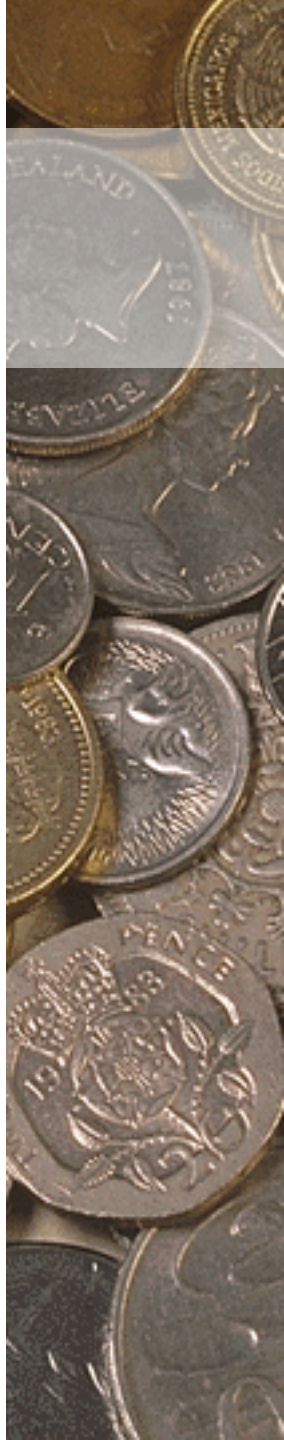- Larger amount

- Specific evaluation, reporting and budget

Foundation/Corporate

- Search for the proper grantmaker

- Build a relationship

- Open ended, creative proposal

- Shorter in length

- Smaller amount

- Self-initiated evaluation, reporting, etc.

FOUNDATION or CORPORATION GRANTS

- More extensive research to find the appropriate grantmaker

- Personal interview (telephone or in person) before submission-build a relationship

- Smaller grant amount

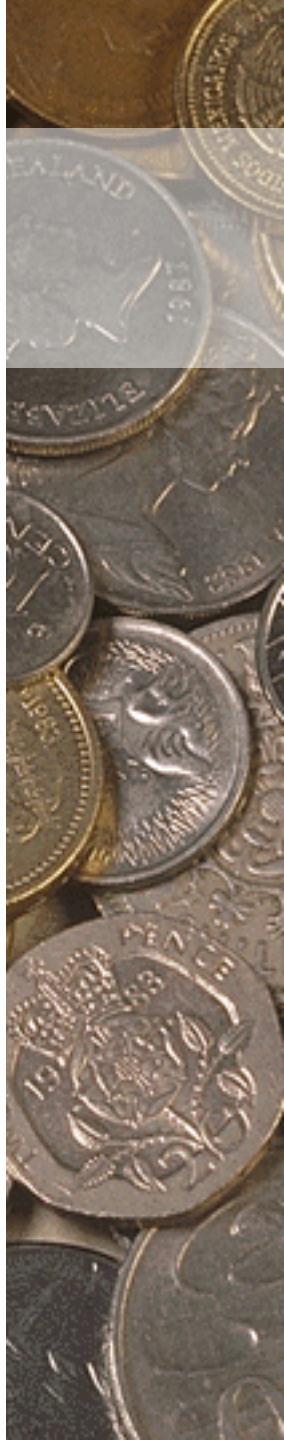- Specialized, innovative projects

Foundation Proposal Process

1. Planning and setting priorities

2. Write a proposal

3. Compile a list of potential funders

4. Initial contact and cultivation (build the relationship)
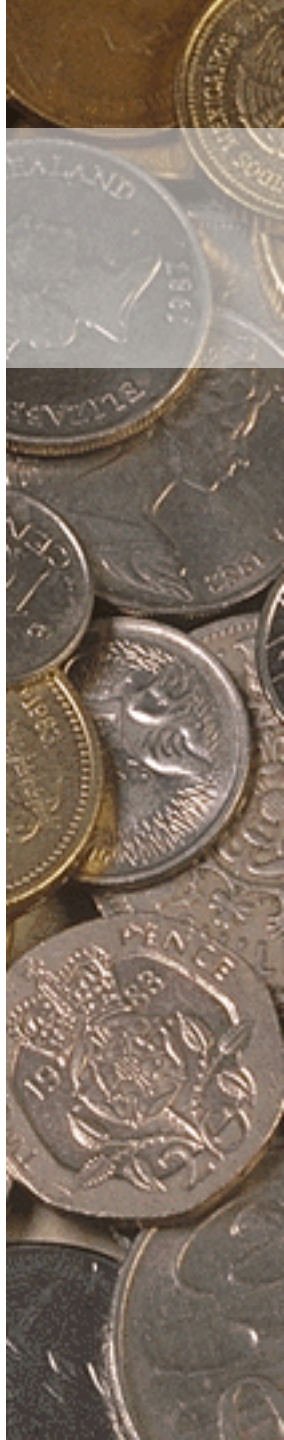
5. Submission of proposal

Foundation Proposal Process (cont.)

6. Result: funding or rejection

7. Cultivation (continue the relationship)

8. Appointment

9. Continue the process with the same grantmaker and new proposal beginning with (#4, previous page) initial contact
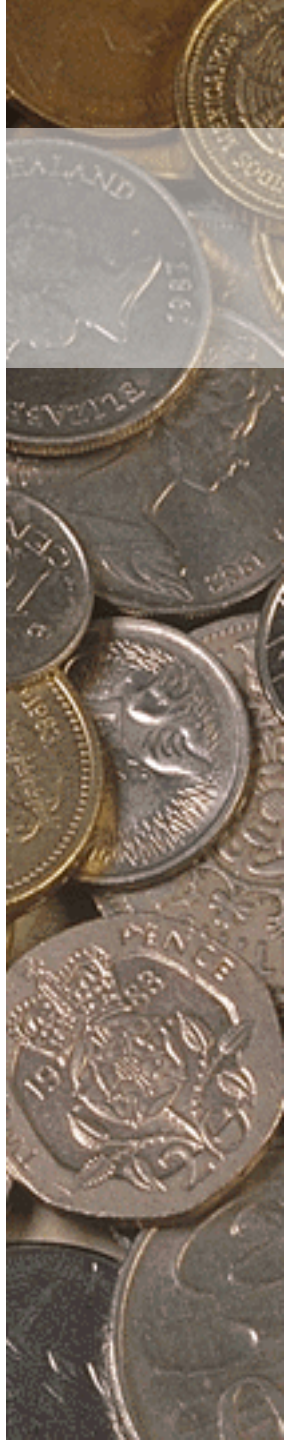
Overview of Foundation Proposal Package

- Cover Letter

- Executive Summary (Abstract)   1 page

- Statement of Need   2 pages

- Project Description   3 pages

Overview of Foundation Proposal Package (cont.)

- Budget   1 page

- Organizational Information   1 page

- Conclusion   2 paragraphs

- Appendix

Key Elements of Foundation Proposal

- Cover Letter

- Executive Summary

- Budget

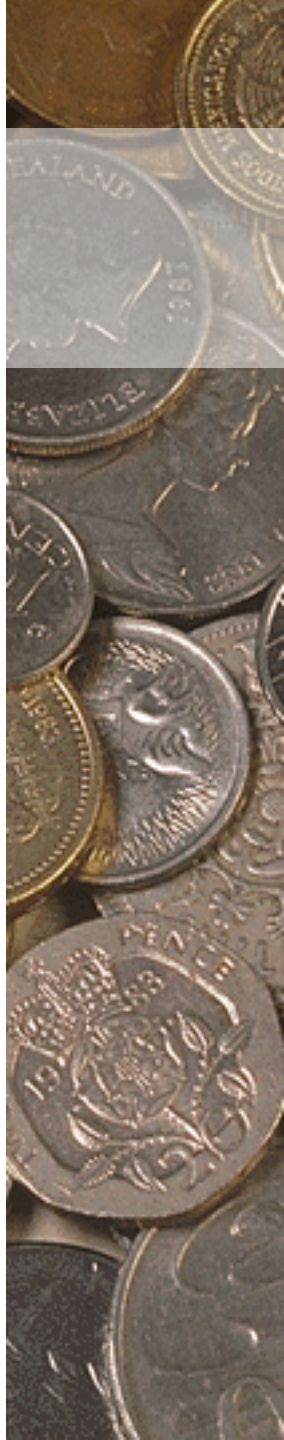*the grantmaker looks at these 3 elements first to determine if they want to fund

Foundation Cover Letter

- Reference previous conversation or contact made

- Request amount   "We are asking for…"

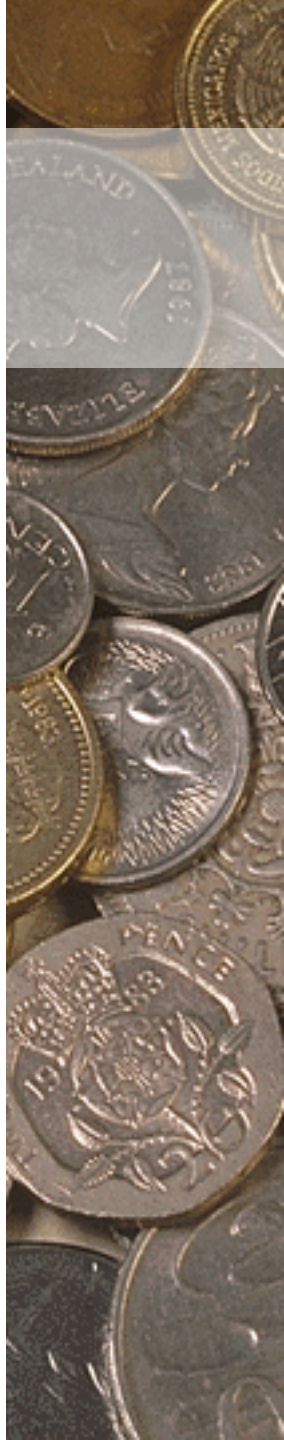- What is included in the proposal package

Foundation Cover Letter (cont.)

- Empower the grantmaker by indicating material not enclosed that might be requested (to peek interest)

- Offer to answer questions/meet

- Signature

Foundation Executive Summary

- Need

- Project

- Funding requirements-specific amount

- Organization and/or its expertise

    ~Use bold print, titles, sub-titles, some bullets,
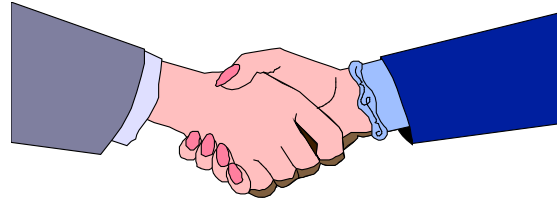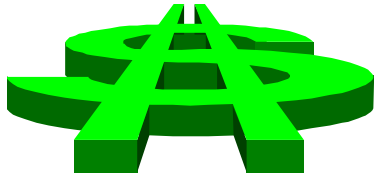   to help grantmaker skim information~

Foundation Budget

- Basic Categories

  - Expense Information---personnel, non-personnel, overhead

  - Income Information---earned income, grants and gifts (include in cover letter)

  - Budget Narrative---simple, general explanation
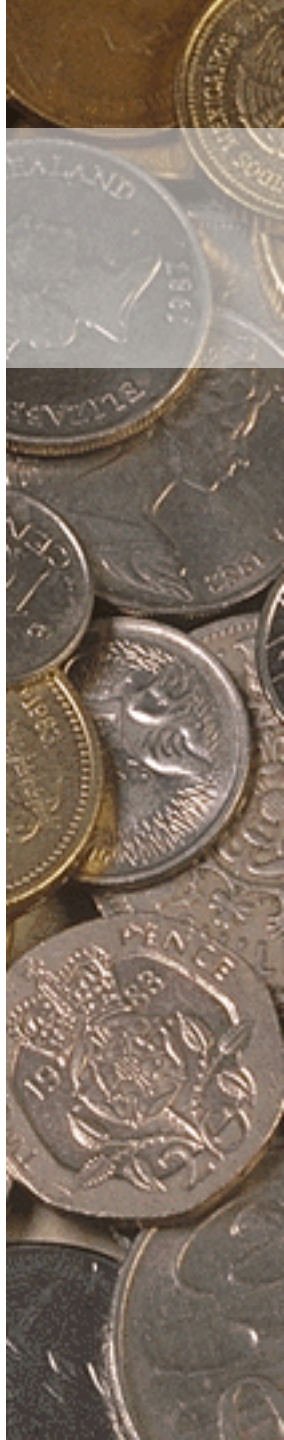
End of Project

- Send thank you note to foundation

- End of project report including pictures

- Continue to cultivate the relationship

TIPS

- Identify a **NEED**, that would not be met without the grant funding.

- Make it **SELF-CONTAINED**, so it is a complete program.

- Make it **CLEAR**, so it's easy to understand.

- Make it **REALISTIC**, so the reader believes that you can really make it happen.

- Make it **INTERESTING**, so the reader gets excited about it! **CAPTURE THE READER'S IMAGINATION!**

GOOD LUCK...

You Can Do It!!!

Questions???
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www.TheSharpestGrantWriter.com