Grant Writing Boot Camp: Dancing with the Stars

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Work Shop Description:

Grant writing is like a winning dance routine. Like a dance routine, grant writing cannot be rushed--it takes time to plan, gather information, and write. You need to include the right people at the planning table to develop a sound proposal. You need the proper tools to be successful; experience is often the best indicator of a successful outcome.

Learning Objectives

1. Preparation for securing a grant
2. Finding funding resources
3. Seven elements in writing a grant proposal
4. Use of data in a proposal
5. Incorporating evaluation and quality processes
6. Next steps after receiving the funding

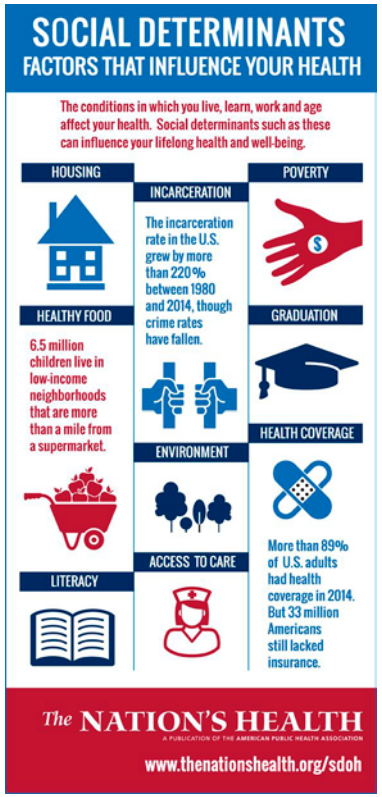
IDEA ?

"My project is simply this. I want to find out once and for all whether there's any truth in the belief that money can't buy happiness."

Finding Funding Resources

Finding a match with the goals and objectives of your IDEA

- Federal
- State
- Local
- Foundations
- Businesses
- Other



Resources & Capabilities

Things to consider:

- What do you as an applicant bring to the table??
- What is your experience and length of time in the subject matter?
- Staffing/personnel dedicated to the proposed project
- Knowledge base
- Fiscal viability

Preparation for securing a grant

- Read
- Re-read the Proposal or FOA

Kipling's Six Honest Serving Men

I keep six honest serving-men
(They taught me all I knew);
Their names are:

What *and* ***Why***

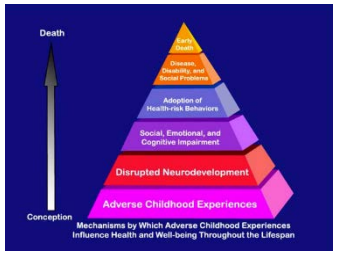
and ***When*** *and* ***How***

and ***Where*** *and* ***Who****.*

Seven elements in writing a grant proposal

1. **Introduction to the organization** – Description of program or agency.
2. **Project description** – Include project goal and solution, what hope to achieve, funding level sought, and identify population.
3. **Needs** – What problem trying to address or correct?
4. **Solution** – What and why?
5. **Project Plan and Activities**
6. **Budget** – What the grant funds will be spent on.
7. **Evaluation** – How do you know if the program was successful in accomplishing goal? Did it solve the problem identified?

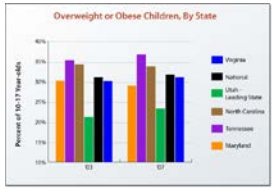
Response & Impact



- Provide detailed information on how your proposal will effect the targeted population or study area
- Think like a Reviewer. Reviewers rate and score many applications—make your proposal stand out
- Provide relevant statistics/data (Evidence)
- Don’t gold plate, pad or over emphasize. Speak truth and facts

- Show how valuable and necessary your project will be

Use of Data

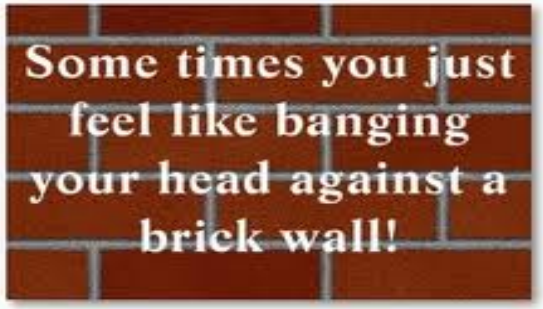


1. The single best tip for securing a grant is utilizing statistics.
2. Why- makes a compelling case for why you need the funding.
    1. Why the funder should fund your grant rather than the other grant applications in the stack.

Sample data banks

- Kids Data- data from all counties, cities, and school districts related to the health and well being of children and families
- Kids Count- Community-Level Information on children
- Poverty Statistics- every County (and School District) in the Country

Writing a Grant Budget

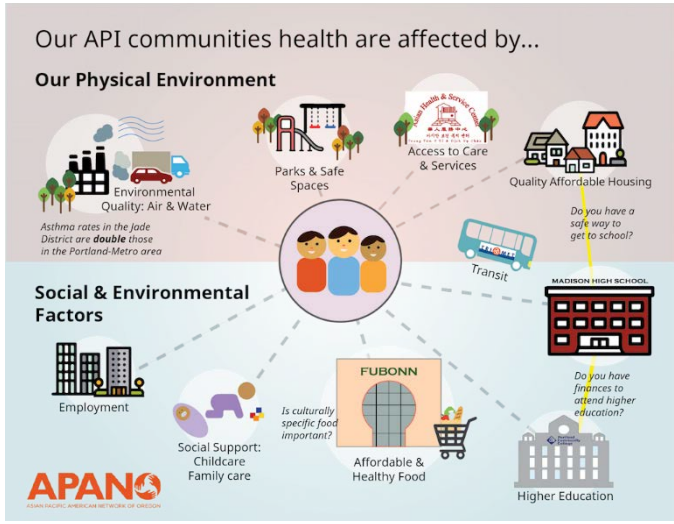


A budget is a plan

- Match the budget with the goals and objectives
- Include a narrative to justify the numbers
- Use a calculating program to perform mathematical processes

Evaluation and Quality Processes

Systematic and visual way to present and share your understanding of the relationships among the resources to operate your program, planned activities, and the changes or results you hope to achieve.



Final Steps in the Process

- ✓ spelling. *You will be surprised*
- ✓ calculations. *Use a calculating software tool*
- ✓ the due dates….watch the calendar. *Time flies, when you're having fun*
- ✓ the package submission for all required forms and necessary attachments. *The words "required" and "necessary "really means required and necessary*.

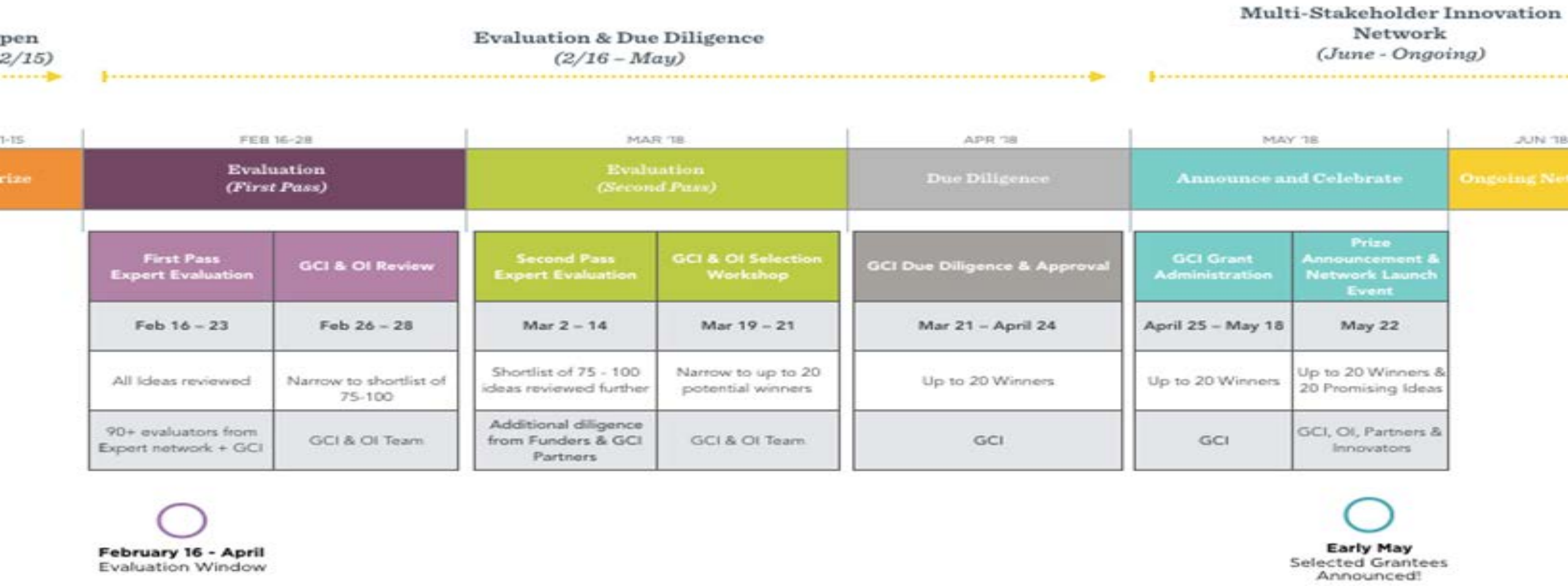
Final Steps in the Process

- Create a checklist or follow the recommended check list
- Register early (Electronic Handbooks (EHB)/Grants.gov)
- Submit early!!!! *You will rest better*
- Adhere to page and font requirements. *Please, please, please*
- Follow the order of the guidance

Final Steps in the Process

- Adhere to page and font requirements. *Please, please, please*
- Edit Edit Edit Edit. *Did I say Edit?*
- Review the scoring criteria of each section. *You really want the top number in all criterion correct??*

Next steps after submitting the proposal



QUESTIONS

Work Group Exercises

1. There are two exercises
2. Work in groups
3. Complete each exercise
4. Report back to the larger group
5. You can make-up data or information based on your program needs
6. Larger group will ask questions and help refine