



**Developing
Quality
Grant Proposals**

Navigating the Grants Process

Receiving the grant award

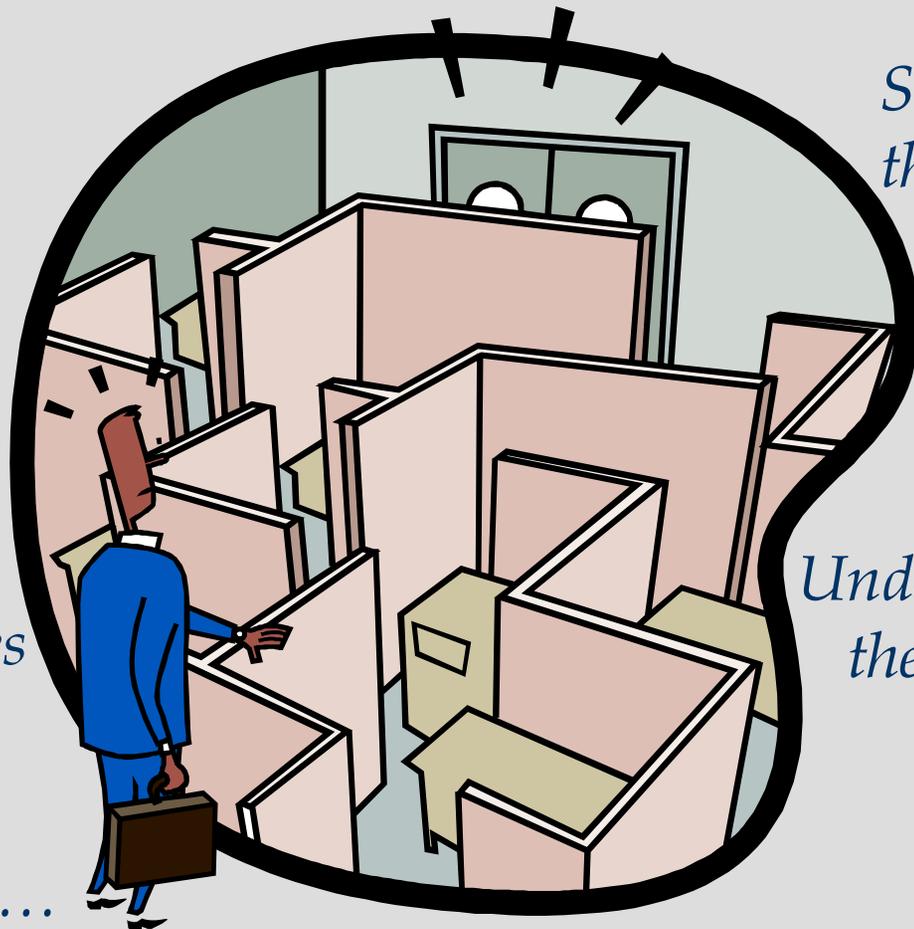
*Writing
the grant*

*Submitting
the proposal*

*Researching
opportunities*

*Understanding
the process*

*Beginning
the journey...*



Sample Model Proposal



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Agenda

- Review the grant application notice
- Establish timetables
- Address the selection criteria
- Review the model proposal



Grant Application Notice

- ➔ Published in Federal Register
- ➔ Accessible via the web
- ➔ Contains all vital information
- ➔ Primary tool for writing the proposal
- ➔ Serves as outline for proposal

Using the Application Notice

- ➔ Don't be intimidated by the language
- ➔ Read notice thoroughly
- ➔ Take notes
- ➔ Print out all included forms
- ➔ When in doubt ask questions



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Key Program Questions

1. Who is eligible?
2. When is the deadline(s)?
3. What is the CFDA number?
4. What is the award amount per grant?
5. How many projects will be funded?

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Key Program Questions

6. Is there a matching requirement?
7. Where can I get the application?
8. Is there a page limit?
9. Where do I submit the application?
10. Who is the program contact?

Establishing Timelines

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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26	27	28	29	30		

- ➔ Assess time available
- ➔ Count backwards from the deadline
- ➔ Outline necessary steps
- ➔ Assign duties to writing team
- ➔ Develop a writing strategy
- ➔ Build organizational bio



Monetary Road Map

- 
- ✦ **Clear, concise, and detailed**
 - ✦ **Consistent with institutional policy**
 - ✦ **Meets federal requirements**
 - ✦ **Aligned with purpose/statute**
 - ✦ **Plots out the life of the grant**
 - ✦ **Achieve project goals**



Organizing the Proposal

I. Face page

II. Budget forms

III. 1 page abstract (typically)

IV. Narrative (Selection criteria)

A. Need

- (1) Identify the target population
- (2) Provide basis for need
- (3) Explain weaknesses of current support systems



Inverted Pyramid

- ↳ Useful writing style for page limits
- ↳ Evident in newspaper stories
- ↳ Prioritizes information
- ↳ Makes editing easier

Most
valuable



Least
Valuable



Selection Criteria

- ⌘ Addressing the statute (5)
- ⌘ Novice eligibility (5)
- ⌘ Need for project (15)
- ⌘ Quality of project design (20)
- ⌘ Quality of project services (15)
- ⌘ Quality of project personnel (10)
- ⌘ Adequacy of resources (15)
- ⌘ Quality of project evaluation (20)

Goal:

105



Meeting the Authorizing Statute

- Not a “gimme”
- Proposal must address statute
- The opener of the narrative
- Tie your proposal’s purpose to the statute
- Connects other criteria together

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Need for Project

- Typically sets the tone for proposal
- Must be demonstrated through facts
- Use most recent statistics
- Compare target area with region and nation
- Avoid emotion and rhetoric



Quality of Project Design

- Should meet the stated need
- Reflects the life of the grant project
- Detail recruitment of target population
- Varied means of addressing need
- Community outreach
- Contingency plans



Quality of Project Services

- Curriculum proven via scientifically based research & practice
- Cite examples of activities annually
- Demonstrate how criteria meets need
- Address professional development
- Staff input & participant feedback



Quality of Project Personnel

- Detailed job descriptions
- Competitive job qualifications
- Time & effort and salaries
- Include resumes if applicable
- Demonstrate staff's ability to relate to target population

Research average salaries regionally



Adequacy of Resources

- Allowable, allocable, and reasonable
- Address matching requirements
- Non-federal support from applicant and partners – community buy in
- Focus on sustainability
- Examples: staff, facilities, equipment, training materials, or cash



Quality of Project Evaluation

- Ambitious but attainable objectives
- Annual goals and objectives
- Time for input during project
- Achieved through services
- Meets the need
- Relates to GPRA
- A tool for replicating success

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Writing Strong Objectives

Exercise:

1. Participants will graduate on time.
2. 100% of our participants will graduate by their fifth year in college.
3. Counselors will meet with their students at least four times annually to select classes.
4. 65% of participants will be in good academic standing each grading period.
5. 85% of graduating seniors will enroll in a community or four year college.

Winning Reminders

- Research funding opportunities
- Update statistics & applicant data
- Budget wisely
- Read *What Should I Know About ED Grants?*
- Locate agency guidance
- Implement reader comments
- Apply, Apply, Apply!

