

Unlocking Funding: An Introduction to the Art of Grant Writing

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Agenda

- Prospecting
- Pre-Proposal Process
- Key Components of a Grant Proposal
- Submission Process
- Post-Award Management
- Q&A

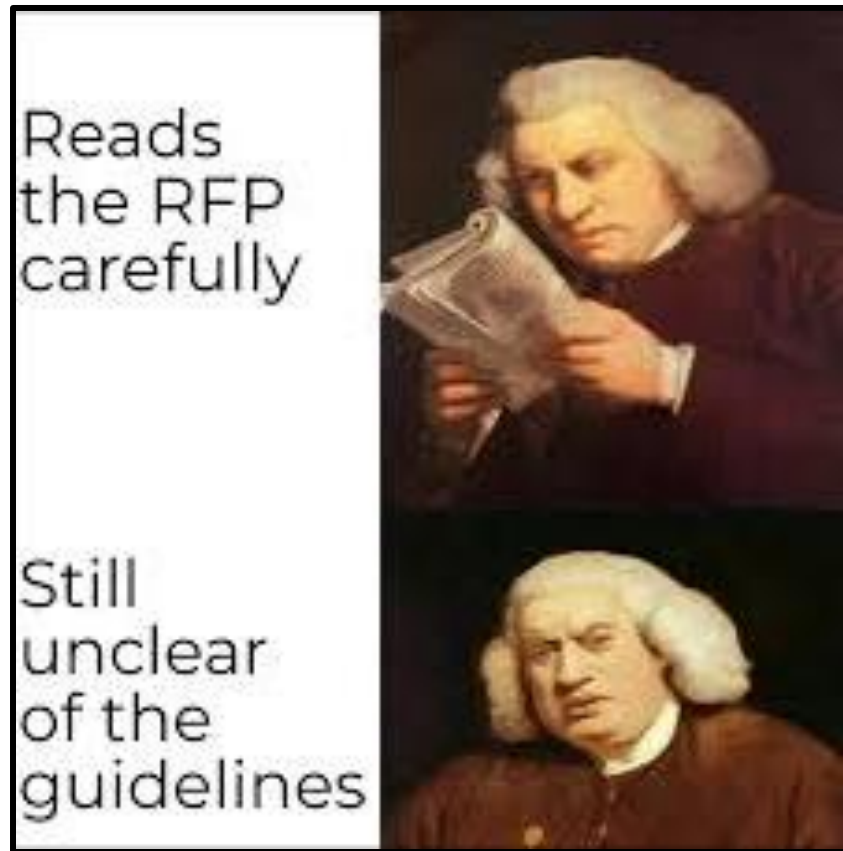


Prospecting

- Research potential funders and grant opportunities
 - Funder Priorities and Guidelines
 - Necessary organizational and project information
 - List of key words
- [Grants.gov](https://www.Grants.gov)
 - [GrantStation](https://www.GrantStation.com)
 - Professional Organizations, Newsletters
 - [Candid](https://www.Candid.com) - paid subscription
 - [GrantWatch](https://www.GrantWatch.com) - paid subscription
 - [Thompson Grants](https://www.ThompsonGrants.com) - paid subscription



Prospecting



- Grants.gov and Federal Funding
- Grants.gov and Workspace
- Grant Portals (for non-federal applications)
- Grantmaker/Funder Application Guidelines
- Webinars, organizational feedback, and Q&A's

Start here:

 **LOGIN.GOV**



 **SAM.GOV**



 **GRANTS.GOV**
FIND. APPLY. SUCCEED.

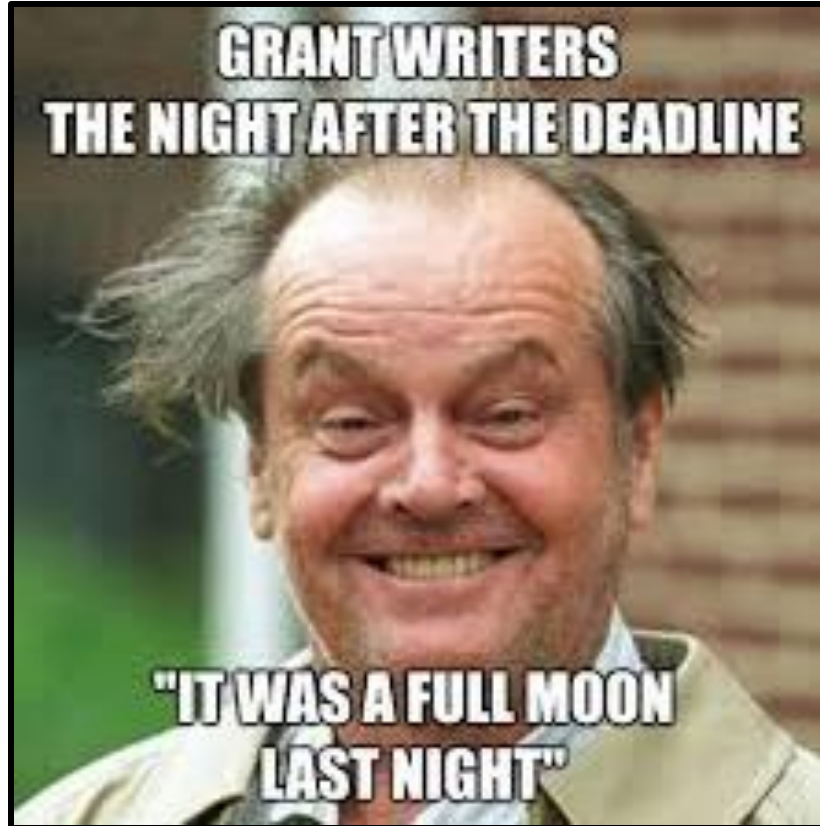
 **HEALTH
SCIENCES**

Project
ECHO

- Grants.gov is the main place to apply for any federal grant
- Key components of grants.gov
- Extensive tutorials available
- Technical Support
- 'Workspace' and 'Manage Workspace'

 **CNM**
Central New Mexico Community College

Key Components of a Grant Proposal



- Executive Summary
- Statement of Need/Problem
- Project Description/Narrative
- Evaluation Plan
- Sustainability Plan
- Letters of Collaboration/Support
- Budget and Budget Justification

Executive Summary

- Addresses the WHY in the first sentence
- Introduction to Your Organization
 - Who You Are: Provide a brief introduction to your organization, including its mission, history, and core values.
 - What You Do: Summarize the primary activities, services, or programs your organization offers.
- Offers a solution
- Connection to the Agency's Mission
 - Alignment with Agency Goals: Clearly articulate how your project aligns with the agency's mission and goals.
 - Addressing Agency Needs: Identify the specific needs of the agency that your project aims to address.



Statement of Need

- Keep the statement concise, compelling, and focused on the beneficiaries rather than your organization
- Goal is to convince the funder that this is an urgent, important need that aligns with their priorities and that your organization is well-positioned to address it

Looking for funders that offer general operating support



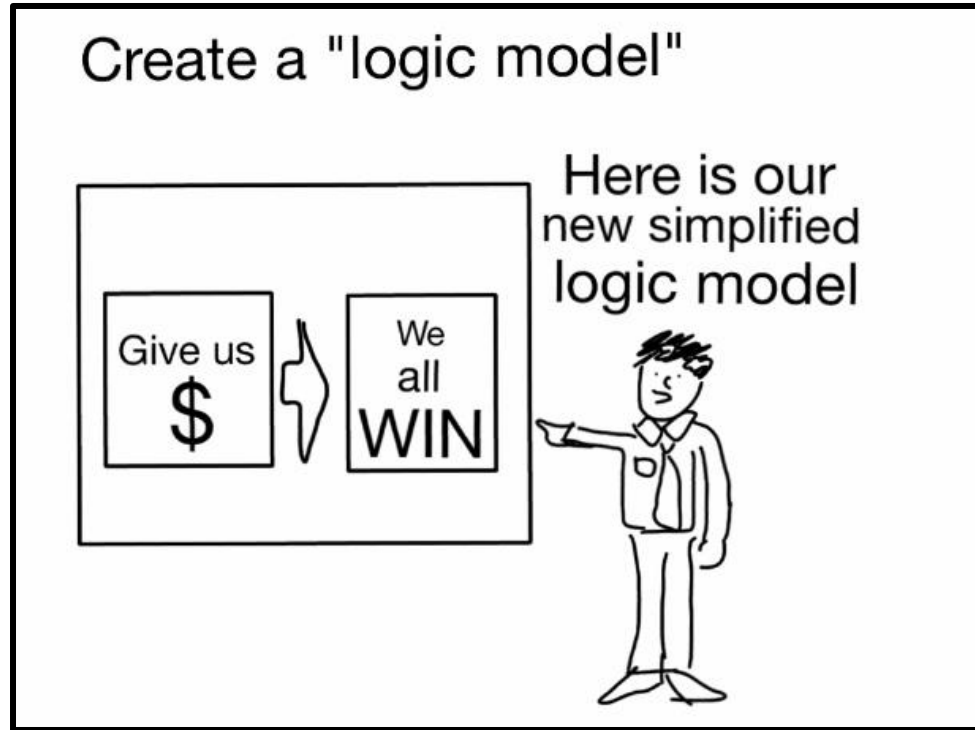
Project Description/Project Narrative

- Organizational Background
- Details about planned work
 - Clear goals, outcomes and activities
 - Timelines, structure, and experience
 - Aligned with budget
- Goals and Objectives (SMART)
- Use a logic model



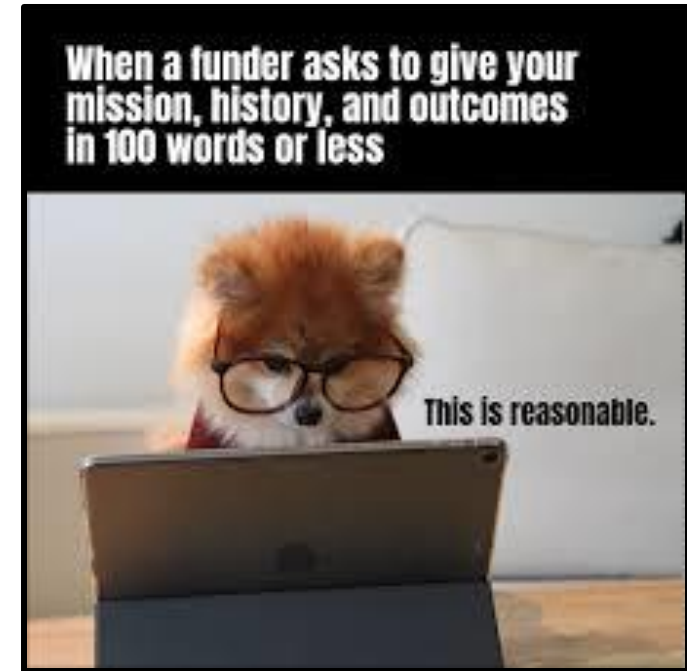
Evaluation Plan

- List outcomes and outputs
- How will you collect data?
- How will you analyze the results?
- Have clear questions, data sources
- Link to timeline and method



Sustainability Plan

- Diverse Funding Sources
- Future Fundraising Efforts
- Community Partnerships
- Involvement of Key Stakeholders



Letters of Collaboration/Support

Letter of Collaboration

- Typically, from partners actively involved in the project
- More specific:
 - Documentation of a commitment to participate in the project if funded
 - Confirm contributions
 - How the partner will contribute

Letter of Support

- Express enthusiasm for the project
- Typically, from key stakeholders
- Discuss broader impact



Budget and Budget Justification

Budget

- Personnel and Fringe
- Travel
- Materials and Supplies
- Equipment
- Indirect Costs

Budget Narrative/Justification

- Detailed explanation of the costs outlined in the budget.
- It justifies the necessity and reasonableness of each cost, ensuring that reviewers understand how the funds will be used to achieve the project's objectives.



Submission

Proofread and Edit Thoroughly

- **Multiple Rounds of Editing:** Go through several rounds of proofreading and editing to ensure there are no typos, grammar errors, or confusing sentences
- **External Review:** Have someone else review your proposal to catch errors you might have missed and provide feedback on clarity and coherence

Follow Directions Carefully

- **Adhere to Guidelines:** Each grant will have specific instructions on what to include and how to format your proposal. Ensure you follow these guidelines meticulously to avoid disqualification.
- **Include All Required Documents:** Make sure all requested documents are included and correctly formatted



Post-Award Best Practices

If Awarded:

- Review and understand the grant agreement thoroughly. Ensure all team members are familiar with the requirements, deadlines, and deliverables.
- Create a comprehensive grant management process, including:
 - A tracking system or calendar for all deadlines and deliverables and regular team meetings to review progress and address issues
 - A centralized document storage system for all grant-related materials
- Monitor and evaluate program progress regularly, collecting data on key performance indicators.
- Prepare and submit timely, accurate reports as required by the funder



Post-Award Best Practices

If Declined:

- Review the feedback given by the funder – you may have to ask them for it directly
- Schedule follow-up meeting
- Determine if you can reapply
- Calendar the opportunity for next open cycle



General Grant Writing Tips



