

Grant Writing Using the Web
3-hour workshop
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Introduction: So you have been selected, appointed or cajoled into being the grant writer for your organization! You may think it is a daunting task that you are approaching with fear and trepidation. Fear not, it is not as difficult as it first appears. What you will need is (1) a team of staff members who will help generate creative ideas, (2) a computer and printer with an internet connection, (3) an organized filing system to keep track of requirements, (4) a close working relationship with your business manager or financial officer, (5) a relationship with potential funders, and (6) lots of patience!

Goal: Accessing the Internet to write grant proposals

Workshop Objectives

- Prepare a draft proposal that meets an educational need.
- Customize the draft proposal for a potential funding source.
- Submit draft proposal to supervisor for approval.
- Finalize proposal to send to funder.

What are the Essentials?

- Idea that solves a problem or meets a need

Where do you start? You need...

- an idea that solves a problem
- direction with Goals and Objectives
- an Implementation Plan

Needs Assessment

- What is already in place?
- What is the gap between “what is” and “where you want to be?”

Goals

- What do you want to accomplish?
- Is it realistic?

Objectives

- Write measurable objectives from broad goals
- Each objective must have activities with a completion date and the person responsible

Description of Organization

- Name the district, campus and/or program

- Define how many people (students and/or staff) your project will impact
- Describe the target population your project will serve

Implementation Plan

- Develop your Action Plan
- List Activities under each Objective
- Tie the Action Plan to the Budget

Develop a Reasonable Budget

- List the resources you already have, i.e., personnel, classroom, materials, etc.
- State the amount of funding needed
- Justify the request based on a comprehensive budget plan
- Do NOT “pad” the budget request

Budget Categories

- 6100 - Personnel
- 6200 - Contracted Services, i.e., Training Costs
- 6300 - Materials and Supplies
- 6400 - Other Costs, i.e., Travel
- 6600 - Capital Outlay, i.e. Computers, Furniture and Equipment

Organizational Information

- Head of Organization: If applying for an ISD, always list the Superintendent
- Campus or Program Contact Person: List the Principal and/or Project Director
- Include all names, positions, addresses, phone and fax numbers, and e-mails
- Describe non-profit status, i.e., tax-supported governmental entity

Board of Trustees Action

- Obtain permission from your immediate supervisors, i.e., Principal, Business Manager, and/or Superintendent
- Submit draft proposal and one-page Abstract to your Supervisor, Business Manager and Superintendent for approval to submit to School Board Trustees

Locating a Funding Source

- Local Resources*
- School District
- Federal & State Entitlements
- ISD Education Foundation
- Incentive Fund
- Community

- Local Foundations
- Local corporations/business
- Discretionary Grants (competitive)*
- Federal
- State
- Corporate
- Foundations

Requests for Proposals (RFP)

- Where do we find RFPs?
- Federal Register
- Texas Register
- Texas Education Agency (TEA)
- National Organizations
- State Associations
- Chronicle of Philanthropy

Internet Sites (Links to be provided in workshop)

- Funding Information Center
- Council of Foundations
- Chronicle of Philanthropy
- Guide Star
- Grants and Funding
- Science Alert

Writing the Grant Proposal

- Read RFP guidelines carefully
- Develop project timelines with due date
- Collect required information
- Develop realistic budget
- Obtain required signatures
- Check certification and assurances

Elements of Grant Proposal

- Cover Sheet
- Table of Contents
- Abstract
- Program Description
- Goals & Objectives

- Action Plan
- Funding Request
- Detailed Budget Plan
- Evaluation Plan
- Certification and Assurances
- Signature Page(s)
- Non-profit or Governmental Status

Submitting the Proposal

- Make required copies of proposal.
- Follow instructions on typing fonts, double spacing, and number of pages.
- Follow instructions on shipping to ensure arrival on or before the due date.
- Keep copies of the proposal and shipping receipts.

What if your proposal isn't funded?

- Be prepared for rejection. Only 10% of the submitted proposals are considered for funding.
- Request the funder's rating sheets.
- Revise your proposal to fit another potential funder's requirements.
- Request assistance from the Central Office.

Resources

- A Proposal Writing Short Course*: Part I and II (<http://fdncenter.org/onlib/>)
- Excel (budget worksheets)
- Template or Outline (Microsoft Word)
- PEIMS data (Academic Excellence Indicator System)
- Education Grants Alert*
- computer.grants.alert*
- Education Funding News*
- Chronicle of Philanthropy*

For more assistance, contact:

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