

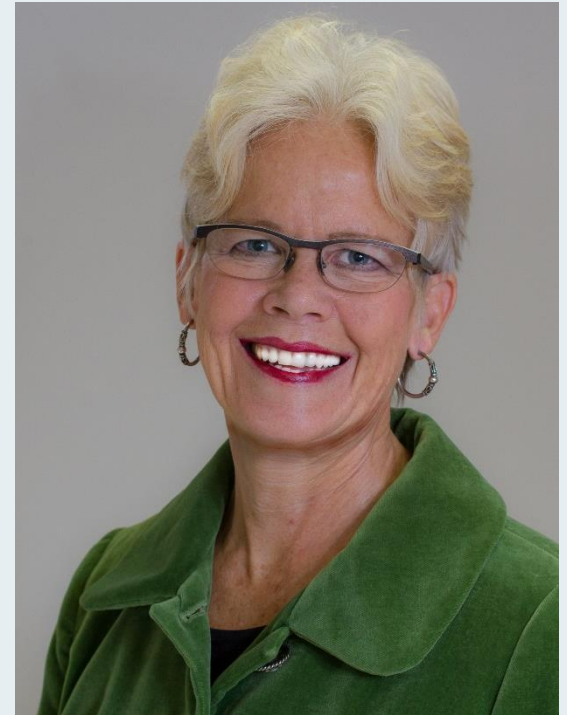
Got Funding? No? Write a Grant

DR. SUE OFFUTT

This is me

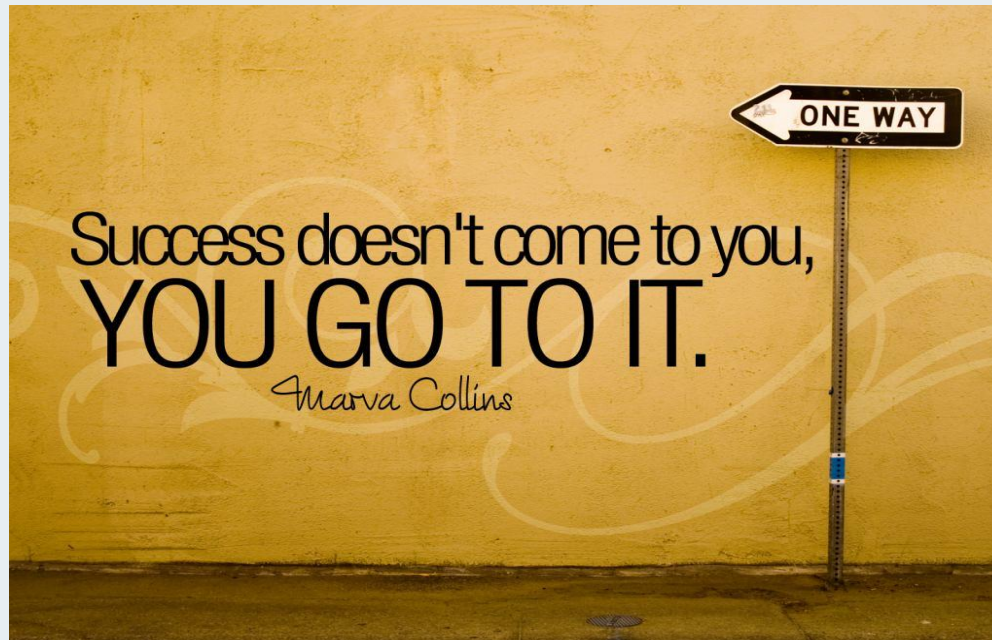
Executive Director

McCormick Center for Early
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Bottom Line

“ You can never win an award until you submit a proposal ”



POLL #1

Have You Ever Written and Submitted a Grant?



YES



NO



Agenda

- Get experience
- Sources of funding
- Eligibility and focus
- Details, details, details
- Proposal writing
- Tips

Reviewer

- Local community
- State affiliation
- National

<http://thefergusongroup.typepad.com/grants/2013/06/federal-agencies-want-you-to-be-grant-reviewer.html>

Federal Searches

- <http://philanthropynewsdigest.org/>
- Daily RFP alerts to funding opportunities
<http://philanthropynewsdigest.org/rfps>
- www.grants.gov
- <http://www.acf.hhs.gov/hhsgrantsforecast/>

Other Searches

- <http://illinois.grantwatch.com/>
- www.raconline.org
- State agencies (Human Services, Education)
- Local Colleges and Universities
- Chamber of Commerce
- Corporations and Businesses

Eligibility and Focus

- Tax Status
- Affiliations
- Principal Investigator (PI) qualifications
- Program expertise
- Geographic Location

Details, Details, Details

- Letter of Intent (LOI) due
- Narrative format: font, spacing, page #,
- Due date
- Submission format
- Support letters



More Details

- Program Officer
- Signature page (in blue)
- Outside evaluator?
- Reporting requirements
- Budget allowances
- Required forms (budget)

Templates

- Organizational capacity
- Org charts
- Bios (short and long)
- Resumes
- Current projects
- Funding sources
- Letters of support

Reasons for Not Receiving

- 39% inadequate planning/carelessly prepared
- 38% competency of applicant not shown
- 18% nature of project not a priority
- 5% miscellaneous reasons

Proposal Writing

- Cover letter
- Title page
- Abstract or Executive summary
- Introduction
- Need/problem
- Goals and Objectives
- Methods
- Evaluation
- Dissemination
- Budget
- Appendices

Outline all the Pieces



Introduction

- Clearly establish who you are?
- Describe your organizational goals?
- Establish credibility in the project topic area?
- Lead logically to the problem statement?

TIP

- Link your credibility to the sponsors priorities



Statement of Problem or Need

- Demonstrate a precise understanding of the problem you are attempting to solve?
- Clearly convey the focus of your project early on in the narrative?
- Justify why your problem is of interest to the sponsor?

TIP

- Need for services
 - How the need will be met
 - Benefits gained
-
- ❖ Make the reviewers anticipate your solution based on your analysis of the problem

Goal

- The goal sums up the entire proposal and is not measurable



Objectives

- Specify the outcomes or the end product
- S Specific
- I Immediate
- M Measurable
- P Practical
- L Logical
- E Evaluative

The sponsor is
“buying”
your objectives

TIPS

- List specific objectives in no more than one or two sentences each in approximate order of importance
- What will be done (reduce, increase, expand, decrease)
- When will it be done

Methods

How are you going to accomplish your objectives?

- List activities
- Personnel (resumes or bio)
- Timeline (start and end)
- Type of program (Plot, based on research)

TIPS

- Begin with objectives and describe precise steps you will follow to carry out
- Having trouble? Assume you just received the sponsors check.....what would you do first?
- What is next?
- Create a time and task chart

Evaluation

- How will you measure success?
- Did the work go as planned?
- Were the goals met?
- Do you need an outside evaluator?

TIPS

- Evaluate each objective
- Use qualitative (interviews, focus groups) and quantitative (numbers, data)
- Include instruments to be used
- Include the evaluator in the development stage

Dissemination

How are you going to let others know about your project?

- Project newsletter
- Journal article
- Press release
- Conference
- White paper



Budget

- Budget is a credibility statement and an alternative way of expressing your project
- Allowable expenditures
- Direct costs
- Indirect costs or administrative costs
- Cost sharing



TIPS

- Make the calculations as clear as possible
 - Mileage: How much? When? Who?
 - Meals: For whom? Why?
- Sustainability
- Don't overlook the true expenses to your program

Abstract or Executive Summary

- Last written and first read
- 250-500 words
- Major subheadings usedproblem, objectives, methods.....
- The more concise, the better

Checklist

- Reviewed all the details
- Know the problem
- Enlist others to assist

Team work



Questions?

**For
additional
information**

Thank you

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