



# GRANT WRITING

Made Possible by  
**Mayor Ken Thurston**

# TYPES OF FUNDING

**GOVERNMENT**

**FOUNDATIONS**

**CORPORATIONS**

**DONATIONS**

**FUNDRAISING**

# FUNDING RESOURCES

[www.grants.gov](http://www.grants.gov)

[www.cscbroward.org](http://www.cscbroward.org)

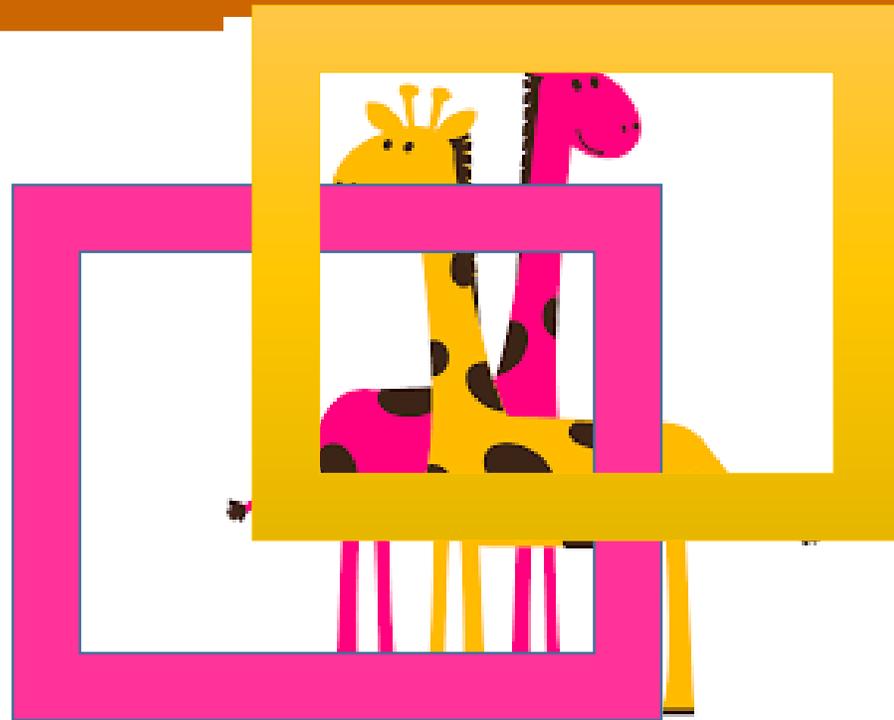
<http://miamidade.gov/wps/portal/Main/grants>

[http://www.myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu)

<https://www.bja.gov/>

<https://fconline.foundationcenter.org>

# LETTER OF INTENT VS LETTER OF INQUIRY



# LETTER OF INQUIRY

- SHORT EXECUTIVE SUMMARY
- PROJECT SIMILARITY
- STATEMENT OF NEED
- AMOUNT OF FUNDING NEEDED

# LETTER OF INTENT

- CAN BE A STATEMENT
- USUALLY FOLLOW FUNDERS INSTRUCTIONS
- BASIC ORGANIZATIONAL DATA

# GRANT PROPOSAL

RFP – Request For Proposal

RFA – Request for Application

NOFA – Notice of Funding Availability

FOA – Funding Opportunity Announcement

PA – Program Announcement

# FOLLOW DIRECTIONS

Read  
ALL  
Solicitation Materials  
and

**FOLLOW DIRECTIONS**

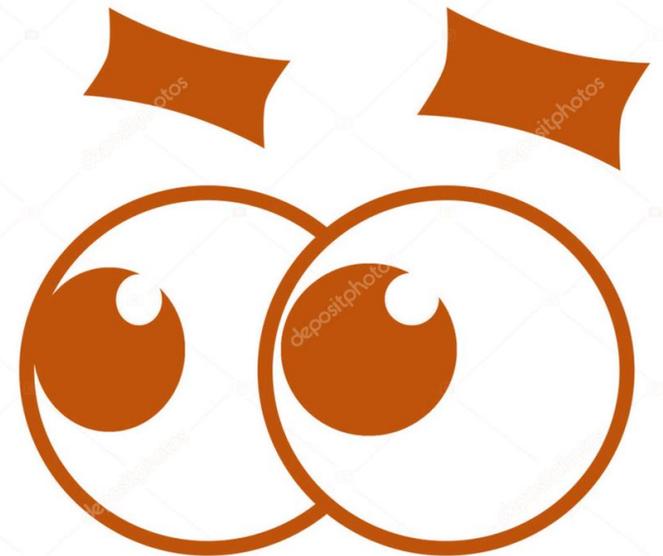


# FIRST

- 1. HOW MUCH \$**
- 2. DEADLINE**
- 3. MATCH REQUIRED**
- 4. IN-KIND ALLOWED**
- 5. ELIGIBLE EXPENSES**

# CRITERIA

- REVIEWERS LOOKING FOR...
- HOW MANY POINTS GIVEN
- PAGE LIMITS
- SECTION LIMITS



# PRINCIPALS

1. Match Project to Funding Sour
2. Use Designated Resources
3. Consult with Program Contact
4. Participate in Workshops
5. Concise – reasonable & realistic
6. Match Budget to Scope of Work



# PROPOSAL PERSONALITY

Misspelled  
Words



Incorrect  
Punctuation



Run-on  
sentences

**Your proposal is a reflection of  
you and your organization.**



Be Neat



Well  
Organized



Concise

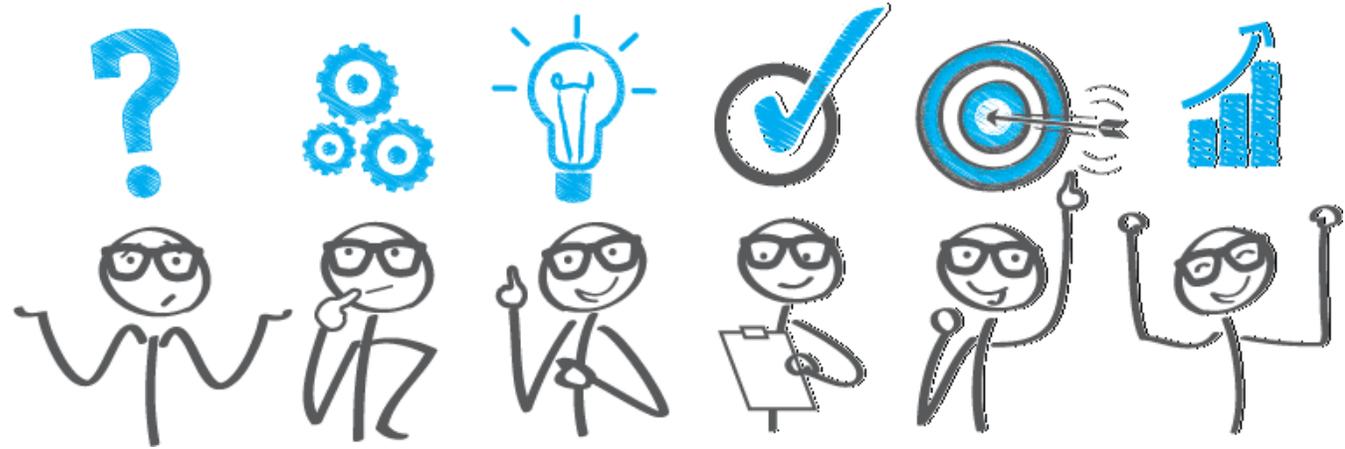
# BASICS



## **Components of a Grant Proposal**

# BASIC COMPONENTS

- SUMMARY
- NARRATIVE
- NEED
- GOALS & OBJECTIVES
- EVALUATION
- BUDGET





**Summary** – Snapshot of Request



**Narrative** – What does your Organization Do? Is it Credible?  
What is your Project?



**Problem** – What is Needed?



**Outcomes** – How will problem change?



**Methods**– What approach will you use?



**Evaluation**– Did you produce desired Changes?

# TIMELINES



Visual (graphic) of expected milestones

Charts that list major activities

TASK	MONTHS					
	1	2	3	4	5	6
Advertisement	■	■				
Start Date				■		
End Date						■

# LOGIC MODEL

<b>Input</b>	<b>Activities</b>	<b>Outputs</b>	<b>Outcomes</b>
<p>Are there existing forms to capture information, i.e.; CDC Form 255?</p> <p>Who are your stakeholders?</p> <p>Is Research available?</p>	<p>Curriculum?</p> <p>Recreation?</p> <p>Literacy?</p>	<p>Pre/Post-Tests</p> <p>Parent meetings</p> <p>Survey</p>	<p>What Percentage Completed Program?</p> <p>What % can now read</p> <p>What % increased understanding of _____?</p>

# COMMON PROBLEMS

- **Failure to follow directions**
- **Un-cited published data**
- **Lack of experience**
- **Unrealistic large amount of work**
- **Uncertainty project can continue**

**FAIL TO FOLLOW TEACHER'S  
INSTRUCTIONS**



**MOTIVATION  
THAT'S A PADDLIN'**

# AWARD BASED ON...

- **MERIT OF PROGRAM**
- **TRACK RECORD**
- **FUNDS AVAILABLE**
- **ECONOMY, POLITICAL TRENDS**



# BUDGET

Salaries

Fringe Benefits

Travel

Equipment

Supplies

Other

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Budget Narrative

# FUNDING REQUEST

**MATCH BUDGET TO REQUEST**

**RELATABLE & REASONABLE**

**JUSTIFY EACH ITEM**



# QUESTIONS

**WHEW**

