Grant Writing: A Game of Skill and Logic
(and a little bit of luck)

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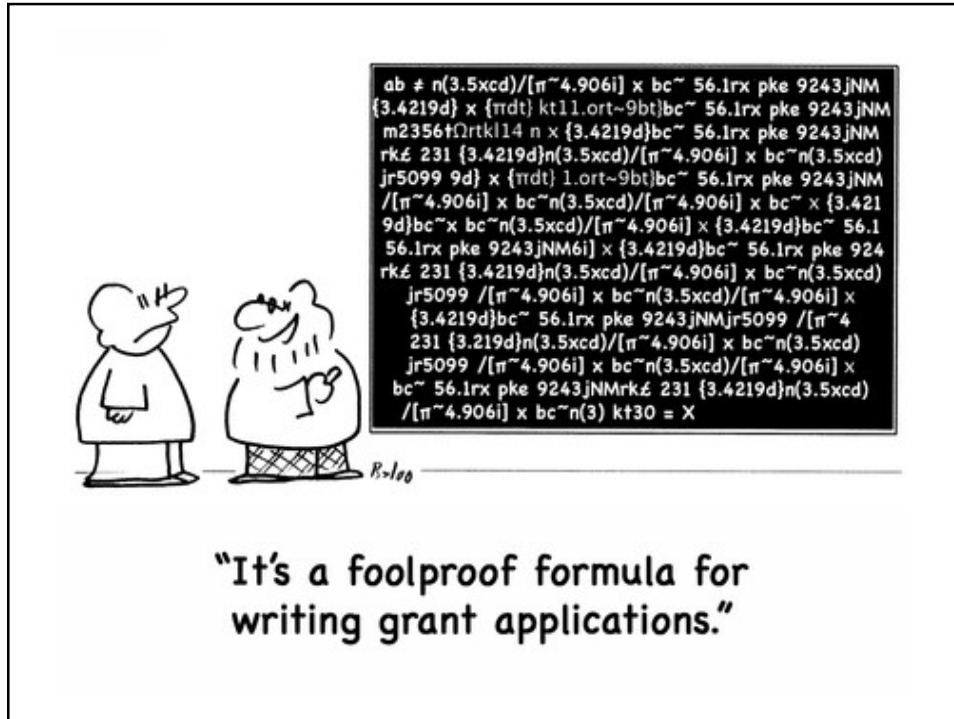Office of Accountability & Assessment
ENGAGE 2022

cmcss
The Defining Difference

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Today's Agenda

We will outline the fundamentals of the grant writing process.

Participants will:

- **become familiar with the components of a grant proposal;**

- **learn strategies for developing proposals including budgets and evaluation plans; and,**

- **identify sources for grant opportunities.**

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"It's a foolproof formula for writing grant applications."

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Components of a Grant Proposal

Needs Assessment

Project Design

Performance Measures

Effective Partnerships

Fiscal Responsibilities

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Assessing the Needs

- **Find out what is already being offered and what holes need to be filled.**
- **Administer surveys**
- **Convene a focus group**
- **Review the information**
- **Decide what needs you can address**

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Writing a Needs Statement

1. **Gather data**
   Types of data:
   - **Demographic data**
   - **Student performance data**
   - **Professional development, Instructional or Technology needs**
   - **Socioeconomic data**
2. **Review the data**
3. **Determine the needs based on the data**
4. **Write your Needs Statement**

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Writing a Needs Statement

- **Should be related to the school's mission and purpose**
- **Should focus on the people to be served**
- **Should be something your team has the ability to do**
- **Must be easy to understand (KISS)**

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Developing the Project Design

- Programming will be the most visible piece of the project.
- Activities should reflect the goal(s) of your program.
- People making programming decisions should take a close look at the needs of the participants to be served.
- If the activities are unappealing, participants won't come.
- Remember that activities can/should change as needs change.

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Brainstorming Ideas

Specify a Goal

Assign a Facilitator

Don't be Judgemental

Set a Time Limit

Write down Everything

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Establishing Performance Measures

- **Clearly describe the goals/outcomes for the project**
- **Explain the expected results and benefits of the activities**
- **Determine the impact of the activities on the students you will serve**

- ❖ **Should be concrete, measurable and achievable within a specific timeframe**

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Principles for Successful Partnerships

Child Care Partnership Project (http://nccic.org/ccpartnerships)

1. **Have clear goals**
2. **Select indicators and performance measures to monitor efforts productivity**
3. **Involve students and families in development of program and activities**
4. **Include your key stakeholders from the beginning**
5. **Define partners roles and responsibilities**

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Successful Partnerships (cont'd)

6. Communicate with partners
7. Be flexible
8. Draw on the strengths of partners
9. Make the project visible to the public
10. Maintain momentum and strive for sustainability
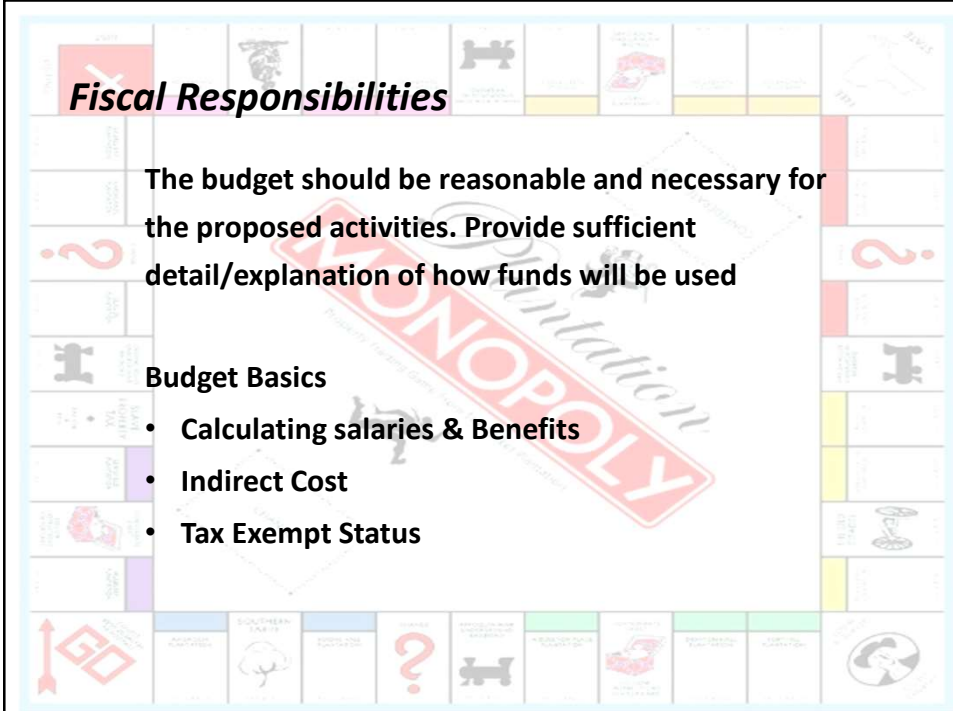
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Fiscal Responsibilities

The budget should be reasonable and necessary for the proposed activities. Provide sufficient detail/explanation of how funds will be used

Budget Basics
- Calculating salaries & Benefits
- Indirect Cost
- Tax Exempt Status

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More Fiscal Responsibilities

CMCSS Process and Procedures for grant expenditures and maintaining documentation

- Quotes and bids
- Requisitions and POs
- Contracts

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Even More Fiscal Responsibilities

CMCSS Process and Procedures for grant payments and monitoring

- Vendor Payments
- Reimbursements
- Monitoring Supplies and Equipment

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Typical Budget Concerns

There are a couple of funding categories that can send up red flags to funders and program monitors:

✳ **Travel**

✳ **Personnel**

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Commonly Used Selection Criteria:

- **Need for the project**

- **Quality of the project design**

- **Quality of the evaluation plan**

- **Quality of the management plan**

- **Adequate use of resources**
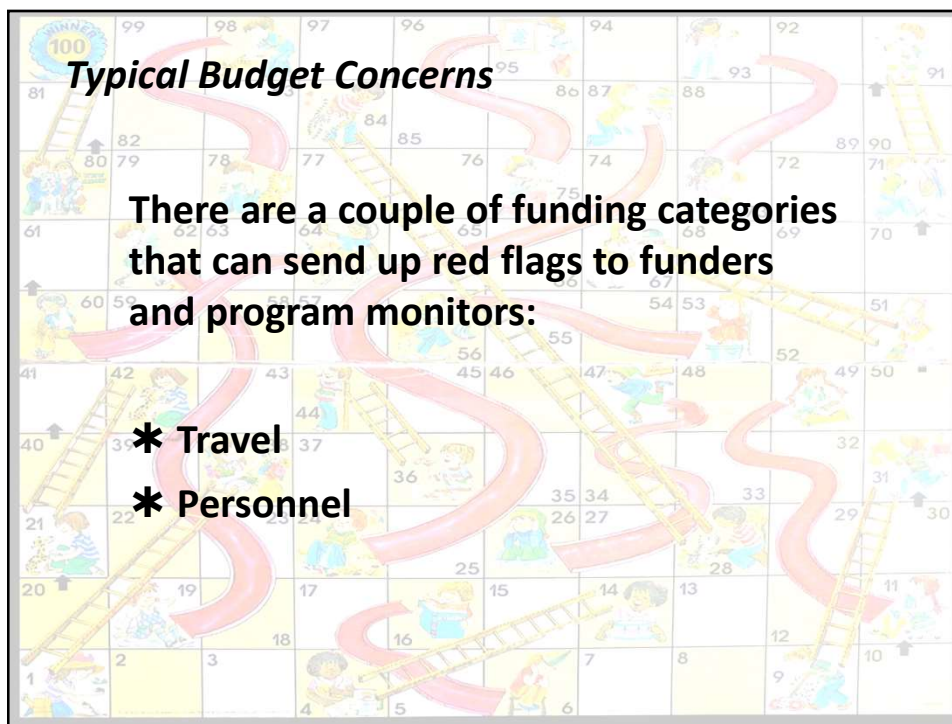
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For more information on grant writing, visit these sites:

- http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html
- http://www.npguides.org/guide/index.html
- http://www.grants.gov/
- http://nonprofit.about.com/od/foundationfundinggrants/tp/Grant-Writing-Tips-From-Muddled-To-Polished.htm

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Our Final Tips:

1. **Read the application package before you get started.**
2. **Perfect your statement of need.**
3. **Don't pretend that you can provide all of the services on your own.**
4. **When stating goals/objectives, make sure they are measurable and realistic.**
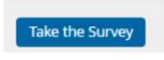5. *FOLLOW THE DIRECTIONS!*

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