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# Writing Better Grant Proposals

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# Webinar Overview

- About the ARCC
- Technology Tips
- Welcome
- Presentation by Deborah Ward
- Questions



Dr. John Ross, Director of Technology  
Appalachia Regional Comprehensive Center

# Welcome



Dr. Sharon Harsh, Director  
Appalachia Regional Comprehensive Center

# Grantsmanship Overview



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# Grantsmanship Overview

- Introduction
- Contact information
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  - 507-454-2712

# Grantsmanship Overview

- Purpose of grants
- Start with a project idea or concept that is fundable.
- Is it innovative?
- Has it been funded before? If so, how is yours different?
- Does it use best practices?

# Grantsmanship Overview

- Easier to find funders with a project idea or concept in mind
- Once you find funders, you must read the RFP (Request for Proposal) or program guidance VERY carefully.
- Use a highlighter so you don't miss important points.

# Grantsmanship Overview

- What to look for:
  - Purpose of the grant funding
  - Eligibility requirements
  - Deadline
  - Proposal section instructions
  - Page limits, fonts, margins

# Grantsmanship Overview

- Buzzwords and Acronyms
  - Spell out
  - Define if needed, don't make assumptions
  - Overkill

# Grantsmanship Overview

- Proposal section instructions
- It is easier to write the proposal if you look at the proposal section instructions in conjunction with the scoring criteria (if it is included in the RFP or guidance).

# Grantsmanship Overview

- Common proposal sections
  - Needs statement/problem statement
  - Goals and Objectives
  - Methodology/Activities
  - Personnel/Staff
  - Budget
  - Evaluation
  - Appendix

# Grantsmanship Overview

- Needs Statement
  - Be sure to support the need with district data, achievement scores, surveys, teacher input, etc.

# Grantsmanship Overview

- How does your research support the decisions you are making?
  - Do more than just identify research; explain how it influences what you plan to do.

# Grantsmanship Overview

- Goals and Objectives
  - Make sure goals and objectives are
    - Realistic
    - Doable within the grant period
    - Measurable

# Grantsmanship Overview

- Methodology/Activities
  - Describe what, when, and where activities will be taking place during the grant period and who will be taking part in the activities
    - What
    - When
    - Where
    - Who

# Grantsmanship Overview

- If you are including professional development, be sure to describe it, make sure it is current, identify who is doing it, and what kind of follow-up there will be.

# Grantsmanship Overview

- Personnel/Staff
  - Who will be responsible for carrying out the project and what will their responsibilities be?
  - Why are they the “right staff” to do this?

# Grantsmanship Overview

- Evaluation
  - Will you use an internal evaluator or an external evaluator?
  - What evaluation tools will you use?
  - Ask evaluator to write this section of the proposal!

# Grantsmanship Overview

- Budget
  - What are allowable costs?
    - Make sure numbers are real.
    - Create a budget narrative and show calculations.
    - Recheck the addition!

# Grantsmanship Overview

- If you are including technology purchases, make sure to justify them in the narrative rather than creating a “wish list.”
  - Why did you select the specific technology?

# Grantsmanship Overview

- Appendix
  - Can you include one?
  - Do not put material in the appendix that should be in the narrative.
  - Don't overload the appendix; most reviewers won't spend more than a few short minutes looking at it.

# Grantsmanship Overview

- If you are asked to address sustainability, discuss how you will sustain parts of the project after the funding period.
  - Create revenue-generating options
  - Expand professional development

# Grantsmanship Overview

- Partial vs. full funding
  - Negotiate if necessary
  - Be clear about what is being funded
  - Revised budget might be needed
  - Revisions to proposal might be needed

# Grantsmanship Overview

- Scoring before submission
  - Give the proposal draft to others, as well as the scoring criteria, to identify possible weaknesses.

# Grantsmanship Overview

- Funded Proposals
  - Get at least one copy of a funded proposal to look at it for content, scope, and formatting.

# Grantmanship Overview

- Writing a better RFP
  - Use clear, precise language.
  - Make sure items such as deadlines and budget information match throughout the RFP.
  - Give a draft of the RFP to a grant-writing professional or have them write it! Be clear about their role in the process.

# Grantsmanship Overview

- Use the RFP and/or guidance plus the scoring criteria to create section headings and identify what reviewers will look for in the section.
- Use the points as a guide also.

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# Grantsmanship Overview

- Thank you!
- Additional questions?
- Contact me for assistance

This presentation was prepared by Deborah Ward for the Appalachia Regional Comprehensive Center (ARCC) at Edvantia.

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