



Grantwriting: The Art and Science

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Types of Grant Proposals

- Program
- Research
- Training
- Planning
- Technical Assistance
- Capital improvement
- Acquisition
- Equipment
- Operating
- Matching

Funding Sources

- Foundations
 - Private (family/independent)
 - Community
 - Corporate
 - Operating
- Corporations
- Government Agencies
- Individuals

Investigating Funding Sources

- On line

- The Foundation Center
 - <http://www.foundationcenter.org>
- State and Local Government on the net
 - <http://www.statelocalgov.net/fl.htm>
- Florida Administrative Weekly
 - <https://www.flrules.org/Default.asp>
- National Links – Grants and Funding Sources
 - <http://www.grants.gov>
- Federal Register
 - <http://www.gpoaccess.gov/fr/>

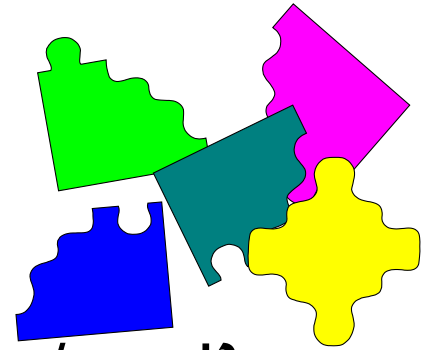
- Other

- Public Library
- Agencies similar to yours!



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Define the Basics



- WHO is experiencing the problem/need?
- WHAT is the need or problem that will be addressed?
- WHEN will the program need to be up and running?
- WHERE will the services be provided?
- HOW much funding is needed?
- WHY is your agency/office/department the best to address this issue?

Funding Source Information Quest

- Commitment to field of interest
- Geographic limitations
- Range of award size
- Applicant eligibility
- Special population groups - interest
- Award restrictions
- Matching or cost-sharing requirements
- Deadlines and procedures
- Contact person
- Annual report and/or list of funded projects

Obtaining the Guidelines

AKA:

FOA Funding Opportunity Announcement

RFP Request for Proposals

NOFA Notice of Funds Available

- Website
- E-mail
- Conferences



Guidelines – What to look for

- Due Date
- Forms
- Guidelines
- Page Limits
- Font Limits
- Margin Limits
- Attachment Limits





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Major Proposal Components

- Cover Letter
- Summary
- Introduction
- Problem Statement
- Objectives
- Methods
- Evaluation
- Sustainability
- Budget



Proposal Tips

- The proposal should be easy to read, free of typographical errors, and pleasing to look at.
- Write the proposal in plain language.
- Be able to support every fact made, and make clear connections between need and outcome
- Be brief
- Use an energetic, positive writing style
- Expect to modify the proposal each time it is mailed to a funder

Funding Decisions

- Evaluation criteria
- Dates for evaluation and notice of award
- Evaluators
- Comments available



Accounting and Reporting

- Program must be accountable
- Reports must be on time
- Billing must be on time
- Problems? Talk to the funder!



Any Questions?

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