Got Funding? No? Write a Grant

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This is me

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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.raonline.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 used .......problem, objectives, methods.....
- The more concise, the better
Checklist

- Reviewed all the details
- Know the problem
- Enlist others to assist
Team work
Questions?
Thank you

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