

Grant Writing 101

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Center on Educator Preparation and Effectiveness

What do I know about grants?

- Wrote my first grant in 1980.
- Had no knowledge of the what, why, and how to write a grant.
- BUT – had a commitment to improve education.
- Now 36 years of experience in grant world.



Goal for Grant Writing 101

- Review Essential Steps for Grant Writing
- Discuss Grant possible sources
- Discuss the Grant Writing Process
- Submittal – **check with your school district**
- Questions?

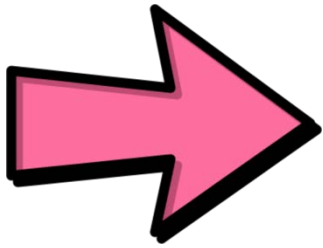
What is the big deal about grants?



A grant is a funding source to implement a project/program or a piece of a project/program.

\$500 - \$5,000,000

Grants benefit everyone!



Funders

Recipients

Funds are always tight or limited in education.

There is never enough funds to do the work of education (field trips, technology, guest speakers, etc.).

How do I get started?

- Find a grant source.
- Ensure your idea matches.
- Gather a writing team.
- Develop a plan and timeline.
- Meet the deadlines.



Education Funding Sources

Public

Federal government

State government

County government

Private (non-profits)

Foundations

Private community
groups

Walmart

Wells Fargo

Example of possible sources

www.edutopia.org

<http://rootsandshoots.org/minigrant>

www.northwesthealth.org

www.oregongearup.org/calendar/fund

www.gatesfoundation.org

Funding Opportunities Calendar

Date	Name	Description
11/15/2016	NSHSS IB Teacher Grants	\$500 grants open to teachers in International Baccalaureate programs. Funds may be used for supplies, materials, field trips or other resources to enhance the delivery of Advanced Placement courses.
11/28/2016	Upward Bound Program Grant	The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.
11/30/2016	Bank of the Cascades Grants	Supports activities that address the needs of low to moderate income residents of the community including community service, education and economic development.
11/30/2016	Dudley T. Dougherty Foundation	Supports programs in arts, community, education, environment, health care, and peace.
12/01/2016	Union Bank Foundation	The Union Bank Foundation supports nonprofit organizations in the communities in which the bank has operations - in Oregon: Portland, Tigard and Salem. The Foundation's areas of interest include education. Requests may be submitted throughout the year.
12/01/2016	M.J. Murdock Charitable Trust	Supporting nonprofit organizations in the Pacific Northwest that seek to strengthen the region's educational and cultural base in creative and sustainable ways. The priorities of the Trust's General Grants program include educational programs offered in both formal and informal settings. Letters of inquiry may be submitted at any time.
12/01/2016	KeyBank Foundation	Funding priorities include providing students with opportunities to prepare for fulfilling careers through access to high quality education and support for their academic success. The focus of grant outcomes is on academic success through preparation, access, attainment, retention, and completion (graduation). Requests may be submitted throughout the year and are reviewed quarterly.
12/07/2016	Meyer Memorial Trust Nonprofit Grants	Funding for nonprofits in Oregon that develop leadership or build capacity in order to strengthen our collective capacity to improve conditions for communities of color, Oregonians living on low incomes and other historically marginalized populations.
12/12/2016	The Bill Healy Foundation	Supports programs that give children educated, informed and compassionate choices for a better quality and appreciation of life.

GRANT Language

Grant writing is a new world that does require time and willingness to explore.

- ❖ RFP: Request for Proposal
 - ❖ RFA: Request for Application
 - ❖ Often there is an information webinar
 - ❖ **RESULT** – Proposal or Application to the Funder
- Learn to speak the language.**

Important Caution

Remember it is important that the principal and district know you are writing a grant.



Sometimes districts have people that search for grants and can help write them.

ESSENTIAL Grant Writing RULES

1. Match your idea with the grantor's requirements.
2. Follow the RFP/RFA guidelines carefully and the language they use.
3. Use words from the RFP/RFA guidelines.

Forget academic writing - mirror the RFP.

Proposals are very specific

- ABSTRACT
- Narrative (% and/or point value)
- Needs Assessment/Research
- Plan of Work – Goals and Objectives
- Alignment with Funder's Goals
- Management (% and/or point value)
- Sustainability (% and/or point value)
- Evaluation Plan (% and/or point value) – sometimes an external person
- BUDGET

Developing **SMART** Goals

- **S**pecific – what exactly do you want to achieve?
- **M**easurable – how will you know when you've achieved it?
- **A**ttainable – can you reach it?
- **R**elevant – is the goal needed for the group?
- **T**ime-bound – can it be reached in the allotted time?



Narrative

Concise narrative of the proposed project:

- **Purpose** of the request (project/program)
- **Problem** or need to be addressed
- **The how** you will address problem
- **Population** served by organization
- **Why** this project will help

The Budget

- Thinking early because it leads the way.
- Be realistic in request.
- Be prepared to justify each item.
- Multiple sourcing can be tricky.
- Key issue: What if you get some \$\$ but not all.
- Ask questions if you are not sure a budget item is allowed.
- Learn the language(e.g., equipment vs. office supplies, matching funds)



The “Program Officer” (PO)

- Funding agencies have POs to help.
- PO can save you time and effort.
- PO can advise, but you still need to do your part.

BIG NO - NO

- Don't call the PO the day before the grant is due.
- Work with the PO and show awareness of timelines.

Letters of Support/ Commitment/Partnership

- Does the funder request letters of support?
- Who will impress the grantor?
- WRITE letters for your supporters (add key points and ask for it to be on letterhead).

Working with partners

Be a good partner



Be careful with the details

- Get them in writing
- Define roles carefully
- Be a role model
- Revisit responsibilities & objectives regularly

Details, details

1. Design the project, write the grant, include all the **requested documentation** required by the grant.
1. Follow the grant guidelines exactly (e.g., double-space, 12-point font). **Grantors screen and eliminate grants based on formatting errors!**
1. Make sure you CAN do what you say you will do.

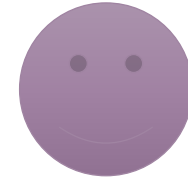
A grant is a contract!

Before you submit

- Be sure you allow for writing and editing time.
- Have fresh eyes read for content and edits.
- Grants are awarded to the school district, not you.
- Watch carefully how the money is spent.

REMEMBER funds are often tax dollars or contributions

Remember – not everyone



- Grant writing takes on a life of its own.
- Your ego will feel it.
- Lick your wounds and learn from it.
- **Read the reviewers' comments carefully.**
- Let all involved know what happened.
(very important for future work)



Your Proposal is Awarded!



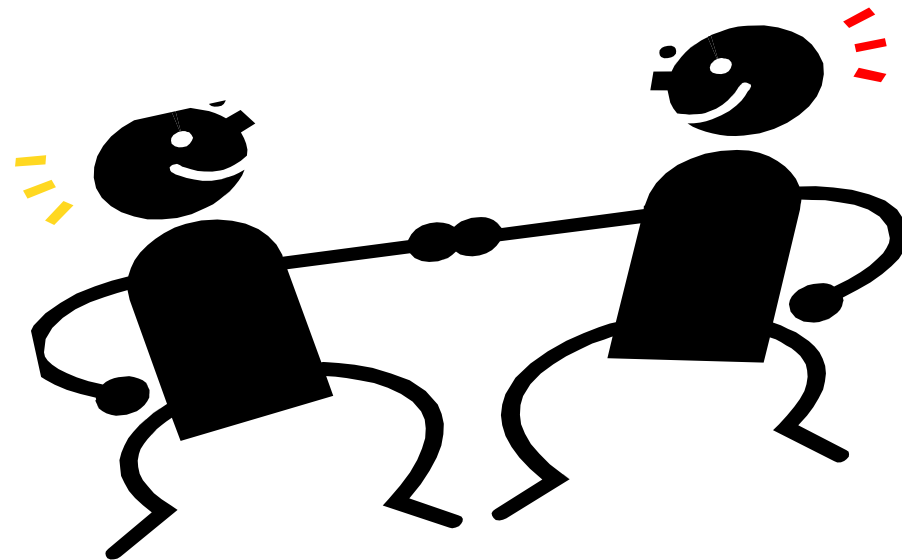
Principal Investigator (PI)

- The person who is accountable for the implementation of the work.
- After receiving the grant modifications may take place.
- When staff turnover – tell the funder.
- REMEMBER why you were funded.



Important Follow Up

- Thank your partners and their bosses (when possible) in writing.
- Success with one grant can lead to other grants or continuation grants.



Final Reports are Critical

- Grants are a contract obligation.
- Do it or you will never get a grant again.
- Be honest with what went well and what didn't and provide explanations.
- Sometimes funders come to visit.



Questions

*Working together beats
working alone.*



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Thank You!