



How to Write an Effective Grant

Supplemental Material – Course Outline

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Section I. Grant Writing Basics

A. Understanding the System

1. There are two types of systems, open and closed.
2. Key differences between foundations and government funding sources.

B. Basic Principles

1. Align your needs with the funder.
2. Form partnerships.
3. Follow instructions.
4. Be concise.
5. Avoid jargon and define technical terms.
6. Balance facts with stories, the head and the heart.
7. Stay positive.
8. Avoid procrastination.
9. Embrace change.

C. Grant Writing Myths

1. Grant writing fees can be paid from the grant.
2. A lot of money is available for personal use.
3. Money only goes to major institutions.
4. One proposal can be used for hundreds of applications.
5. Grants only go to those with the most need.

6. A grant not funded is the grant writers fault.

Section II: The Grant Writing Process

A. Process Overview

B. Introduction to Applicant Organization

1. Focus on the funder.
2. Make a connection.
3. Establish credibility.

C. The Problem Statement

1. Description of the problem.
2. Impacts.
3. Root causes.

D. Methods

1. Methods drive outcomes.
2. Describe a specific step-by-step plan.
3. Include a margin of error.

E. Program Outcomes

1. Specific.
2. Measurable.
3. Achievable.
4. Relevant.
5. Time Bound.

F. Evaluation Plan

1. Program Evaluation.

2. Outcomes Evaluation.

G. Future Support

H. Budget

1. Line item budget.

2. The budget narrative.

I. Writing the Summary

Section III. Searching for Funds

A. Private Funders

1. Using a database.

2. Reviewing the 990-PF.

B. Government Funding

1. Grants.gov.

2. Local agencies.

C. Social Media

1. Facebook.

2. Twitter.

3. LinkedIn.

D. Alerts

1. Subscriptions at grants.gov.

2. Google Alerts.