Federal Grant Opportunities
Grants.gov
CDC grant funding
Federal registrar
NIH grants
Community of Science
SchoolGrants http://www.schoolgrants.org/
USA.gov for Nonprofits http://www.usa.gov/Business/Nonprofit.shtml

Foundations
Foundation Center
Foundation Finder http://lnp.fdncenter.org/finder.html

General
Grantsmakers in Health http://www.gih.org/
The Grantsmanship Center http://www.tgci.com/

Programmatic Grants
EPA Grantwriting Tutorial
http://www.purdue.edu/dp/envirosoft/grants/src/msieopen.htm
Grant Proposal Writing Tips
http://www.cpb.org/grants/grantwriting.html
Non-profit Grantwriting Tools
http://www.npguides.org/index.html
Foundation Center’s Proposal Budget Basics
http://foundationcenter.org/getstarted/tutorials/prop_budget/
Foundation Center’s Proposal Writing Short Course
http://foundationcenter.org/getstarted/tutorials/shortcourse/
National Science Foundation’s A Guide for Proposal Writing
Writing from the Winner's Circle: A Guide to Preparing Competitive Grant Proposals
http://epscor.unl.edu/rfps/chapter1.shtml

Research Grants
Grant Writing Tips Sheet
http://grants.nih.gov/grants/grant_tips.htm
National Cancer Institute’s Quick Guide for Grant Applications
http://deainfo.nci.nih.gov/EXTRA/EXTDOMS/gntapp.htm
Tips for Writing Grant Proposals

Getting Started

- Read the application materials very carefully. Take notes and contact the funder with any questions or ask advice about items
- Insure that you and the funder share the same interests
- Once a funder is identified, carefully review the RFP and take notes
- Call the contact phone number at the funding agency with any questions—they are there to help you. Don’t be afraid to do this. This will also alert them to your interests
- Note the eligibility requirements and make sure that you fit within those parameters
- Star the deadline date on your calendar and develop a plan for writing working backwards from that date

Components of a Grant

Cover Letter

- Write the cover letter and/or summary after you finish preparing the entire grant
- Clearly identify the applicant
- Make sure you include contact information in the cover letter (at least a phone number)
- Check to see if the main sections of the grants are represented. Address specific need, objectives of project, description of project, methods, evaluation, and project cost
- Make sure you sell your idea in these documents. It is the first and may be the last impression you leave for a reviewer
- Be brief

Background

- Build credibility for your organization
- Reinforce the connection between you, the project and the funder
- Establish a context for your problem statement
- Gather materials about the agency in one place and have it electronically if possible
Grant Writing Resources

- Plan for time to get the letters of support
- Highlight the agency’s strengths in addressing the problem

Needs Statement
- Zero in on a specific problem
- Do not assume that the reviewers know about this health problem
- Insure that you present data about the problem at all levels, especially locally
- If you have too much data, pull out the key information and place the rest in the Appendix
- Demonstrate that the problem you are addressing matches the focus of the funder
- Use statistics to support existence of your problem or issue
- Make a connection between the issue and your organization
- Demonstrate your knowledge of the issue or problem

Project Description
- Reread the RFP for information specific to the funder’s goals or mission
- State goals as results
- Insure that the objectives contain the four elements
- Make sure objectives are realistic
- Plan for the evaluation outcomes in your objectives

Methods
- Reread the RFP for information specific to the funder’s goals or mission
- Insure methods are congruent with goals, objectives, and the need statement
- Meet with project staff and outline tasks to accomplish goals and objectives
- Highlight the innovativeness/strengths of the proposal (Bold this section header!!)
- Provide pictures, graphs, or figures to present the project
- Make sure to delineate responsibility for each task
- Insure the tasks are feasible
Evaluation

- Insure evaluation focuses on assessing results
- Write objectives using the four elements to use as evaluation criteria
- Measure outcomes at multiple levels to show levels of effect
- Spend just as much time on evaluation as the methods

Budget and Justification

- Reexamine activities to plan cost items
- Actually get catalogs prices for materials or cost estimates for each item
- Insure that you can accomplish the project with the intended budget
- Justify EVERYTHING, do not assume that anything will be obvious to the funder/reviewer
- Befriend and seek the advice of your agency financial personnel or accountant

Appendices

- Read the RFP to determine if there are stipulations for appendix materials (number, type, copies made)
- Write down all proposed appendix materials and get them at least one week in advance of the grant deadline, especially if others hold the materials
- Draft letters of support and endorsement or provide examples to potential signees
- Check to insure that the appendices are referred to in text
# Process Evaluation Workplan

**Instructions:**
- List one programmatic goal.
- List tasks or activities that must be done in order to achieve the goal.
- List ways that you will measure or document the process.
- List how you will use the evaluation to inform your program and/or improve your program.

<table>
<thead>
<tr>
<th>Goal:</th>
<th>Tasks and Activities</th>
<th>Who is responsible</th>
<th>Form of Measurement</th>
<th>Program Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>
Use the table below to plan your outcome evaluation.

<table>
<thead>
<tr>
<th>Evaluation Questions</th>
<th>Indicators</th>
<th>Data Sources</th>
<th>Data Collection</th>
<th>Timeframe</th>
<th>Data Analysis</th>
<th>Communication Plan</th>
<th>Staff Responsible</th>
</tr>
</thead>
<tbody>
<tr>
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<td>What type of data will you need?</td>
<td>Where will you get the data?</td>
<td>How will you get the data?</td>
<td>When will you collect the data?</td>
<td>What will you do with the data?</td>
<td>When and how will you share the results?</td>
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### Timeline Example

**Goal:** To develop a training curriculum for school social work interns

<table>
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<th>Objective</th>
<th>Activity</th>
<th>Person Responsible</th>
<th>Timeframe</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Develop course objectives</td>
<td>J. Adams</td>
<td>4-12</td>
</tr>
<tr>
<td>2.</td>
<td>Prepare outline of three</td>
<td>J. Culbert</td>
<td>1-8</td>
</tr>
<tr>
<td>3.</td>
<td>Select teaching methods</td>
<td>E. Abbott</td>
<td>10-23</td>
</tr>
<tr>
<td>4.</td>
<td>Prepare workbooks</td>
<td>G. Lee</td>
<td>6-18</td>
</tr>
</tbody>
</table>
Grant Writing Glossary

**Funder:** resource who funds the grant

**Grant:** award of a sum of money

**Grant writer:** person who prepares the proposal

**Grant writing:** process of writing a proposal to obtain funding

**Proposal:** document prepared to receive funding

**Private foundation:** funds originate from one source such as an individual, a family, or a corporation

**Public foundation:** funds come from diverse sources, including private foundations, individuals, government agencies, and fees for service

**Request for Application:** application packet with instructions/guidelines for submitting a proposal

**Seed money:** grants or contributions used to begin a new project or organization. Seed grants may cover salaries and other operating expenses for a new project (start-up funds).