THE OFFICE OF RESEARCH AND GRADUATE STUDIES

Grant Writing 101
Today’s Agenda

- What is a grant?
- Who offers grants?
- Who can apply for grants?
- Why write a grant proposal?
- Where do I find available grants?
- How do I write a grant?
What is a Grant

- A Grant is a conditional conveyance of funds with strings attached.

- The funding source identifies the problem they want addressed, but no outcome is known.

- The idea originates with the grantee.
Grantors & Grantees

Grantors: grant givers
- Federal government
- State government
- Local government
- Private corporations
- Philanthropists/Foundations

Grantees: grant receivers
- Individuals
- Non-profit companies
- Charitable organizations
- Educational facilities
- Agencies

Sponsor (grantor): An external funding source which enters into an agreement with the grantee to support research, instruction, public service, or other activities.
Grants Offer Funding For...

- Research
- Curriculum Development
- Fellowships/Scholarships

- Construction/Renovations
- Artistic Pursuits
- Thesis/Dissertation

- Training/Conferences/Workshops
- Equipment
- Service Projects
Why Write a Grant Proposal?

- To accomplish your goal(s)
- To address a need or solve a problem
- To respond to a Request For Proposals (RFP)
- To obtain resources not otherwise available
- Develop a proposal to meet sponsor’s priorities and philosophy

Request For Proposals (RFP)
Request For Applications (RFA)
Solicitation
- The guidelines for preparing a grant proposal
Grant Writing...Where Do I Start?

1. Develop your idea
2. Develop your budget
3. Find a potential sponsor
4. Develop your proposal
5. Submit your proposal
Develop Your Idea

Get your idea on paper (1/2 page)

A. Identify the need/problem
B. What you plan to accomplish
C. How you intend to accomplish it
D. Why it is significant
E. Who it will affect/benefit
F. When and where you will do it
G. How will you disseminate the results

Why do I want to write a grant proposal?
## Developing an Idea: Sample

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<tbody>
<tr>
<td></td>
<td>Identify need</td>
<td>How you plan to accomplish it</td>
<td>Who it will affect/benefit</td>
<td>Why it is significant</td>
<td>How you will disseminate results</td>
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<td></td>
<td>Protect children from the sun while playing outside on playground</td>
<td>Install shade structures over playground equipment</td>
<td>Children and teachers of the ECHL at SFA</td>
<td>Skin cancer is the most common form of cancer in US. Majority of our lifetime sun exposure occurs during childhood. Protecting a child’s skin during the first 18 years of their life can reduce their skin cancer risk by 78%.</td>
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<td>E</td>
<td>Why it is significant</td>
<td>When and where you will do it</td>
<td>Toddler and Pre-K Playgrounds during 2012-13 school year</td>
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Develop Your Budget

Ask yourself:
How much money will it take to successfully complete this project? $5,000 or $500,000?

Creating a draft budget will help you:
• Flush out your project idea
• Determine which funding opportunities to consider (or rule out)
2 Types of Cost

Personnel
- Faculty, staff, students
- Fringe benefits
- Longevity

Equipment
- Purchase, rental

Supplies
- Books
- Chemicals
- Computers
- Office supplies*

Contractors
- Consultants, partners
- Speakers, evaluator

Travel
- In-state, out-of-state
- Stricter limit (sponsor or SFA)

Participant Costs
- Scholarships
- Stipends
- Tuition

Indirect Cost / F&A
Ask yourself:
Who will be interested in the results of my project?
The interested party is who you will want to seek out for funding
3 Whoa! So many places to search for a Sponsor...

- Locate grants from federal, state and private sponsors
- One place for ALL grants
- Keyword search
- Access from any SFA computer

http://pivot.cos.com
Family Income Support Internships

Editorial last revised: Feb 29 2012 12:46AM

Full details: http://www.cbpp.org/jobs/index.cfm?fa=internships

Sponsor type: Other Nonprofit

Sponsor: Center on Budget and Policy Priorities

Abstract: The Family Income Support Division works on federal and state policy issues related to income assistance and welfare-to-work programs for people with low and moderate incomes, and studies trends in income inequality. More »

Eligibility: Candidates should have strong quantitative skills, computer programming skills (STATA, SPSS, or SAS), and knowledge of programs for low-income families.

Citizenship or Residency: Unspecified

Requirements: Graduate Student

Ph.D./A.J.D. Other Professional

Undergraduate Student

Faculty matches: 4 within your institution 1500 from outside institutions

Amount: Amount note:

Doctoral students may receive between $12.50 and $15.50 per hour, depending on progress towards completion of degree requirements, relevant coursework and research. Students with a master's or Law degree receive $17.50 per hour. Graduate students receive $10.50 per hour. Students with a bachelor's degree receive $9.50 per hour. Undergraduate students receive $8.50 per hour. For interns with significant work experience that is relevant to their internship, some adjustments may be made to these wage levels. Interns are eligible for one personal day and two sick days per semester, and health insurance. The typical length of an internship is one semester.

Funding type: Training, Scholarship, or Fellowship

Upcoming deadlines: Dates

What's due: Notes
Carl A. Scott Book Scholarships

Editorial last revised: Mar 30 2012 10:01PM
Full details: http://www.cswe.org/CentersInitiatives/TrainingCareers/ScholarshipsandFellowsh...
Sponsor type: Other Nonprofit
Sponsor: Council on Social Work Education (CSWE)

Abstract: Book scholarships are awarded each academic year to students who have demonstrated a commitment to work for equity and social justice in social work. Awarding these annual scholarship awards fulfills the initial...

Eligibility: The awards will be made to students from ethnic groups of color (African American, American Indian, Asian American, Mexican American, and Puerto Rican) who are in their last year of study for a social work degree in a baccalaureate or master’s degree program accredited by CSWE.

Students must have a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale, must be enrolled in 12 credit hours (and/or full time) during the semester for which the award is granted, and must have demonstrated a commitment to promoting equity and social justice.

Citizenship or Residency: United States
Requirements: Graduate Student Minority Undergraduate Student

Faculty matches: +500 from outside institutions

Amount: Upper $500

Amount note: Two scholarships in the amount of $500 each are awarded.

Funding type: Training, Scholarship, or Fellowship
Healthy Tomorrows Partnership for Children Program (HTPCP)

Editorial last revised: Sep 6 2012 12:45AM

Full details: https://grants.hrsa.gov/webExternalFundingOppDetails.aspx?FundingCycle=9800489-11D2-4C3B-862E-BCAE5687C3B6&ViewMode=EU&GoBack=0&PrintMode=&OnlineAvailabilityFlag=

Sponsor type: Federal, U.S.
Sponsor: United States Department of Health and Human Services (HHS)
         Health Resources and Services Administration (HRSA)
         Maternal and Child Health Bureau (MCHB)
Sponsor ID: HRSA-13-176 (Re-issue of HRSA-11-026)

Abstract: The purpose of HTPC is to increase the number of innovative community initiated programs that promote access to health care for children, youth, and their families nationwide, and employ preventive health strategies...

Eligibility: As cited in 42 CFR Part 51a.3 (a), any public or private entity, including an Indian tribe or tribal organization (as those terms are defined at 25 U.S.C. 450b) is eligible to apply for Federal funding. Community-based...

Citizenship or Residency: United States
Requirements: Academic Institution
                Government
                Nonprofit

Faculty matches: 5 within your institution +500 from outside institutions

Amount: Upper $50,000

Amount note: It is anticipated that HTPC grants will be awarded to approximately 8 recipients. There is a cost sharing ratio of (federal/non-federal) 1:2.
Health and Human Services Grants

Editorial last revised: May 11 2012 10:01PM


Spensor type: Commercial

Sponsor: Boeing Company
Global Corporate Citizenship (GCC)
Corporate Grants

Abstract: In the focus area of Health and Human Services, Boeing will promote the economic well-being and health of its communities’ most vulnerable residents. Examples of those could include the poor, children and youth, the elderly, displaced persons, and people with disabilities. Boeing seeks specific, measurable outcomes through innovative job training programs; innovative social enterprises; innovative programs that bring new business to low-income communities; collaborations that coordinate health care services and economic self-sufficiency, community-based programs that address disparities in health care; and innovative projects that improve the efficiency of health and human services systems, including food, housing, and health care. Boeing does not fund health care research and general awareness campaigns.

Eligibility: Eligibility is restricted as follows:
1. U.S. grant seekers: The applicant must be a nonprofit that is a U.S. based IRS 501(c)(3) qualified charitable or educational organization or an accredited K-12 educational...

Citizenship or residency:
United States
Canada
Europe
Africa
Middle East
Australia
Asia

Requirements: Academic Institution
Nonprofit
Developing Your Proposal

**Typical components of a proposal:**

- Cover letter
- Abstract
- Organization description
- Narrative
- Curriculum vitae
- Budget
- Budget justification
- Supporting documents

**Grant proposal:** application or set of written documents one must submit to a sponsor to officially apply for their grant!!!
4 Developing Your Proposal

Keep it SMART

S
imple

M
easurable

A
ttainable

R
realistic

T
imely
YOU MUST follow Sponsor guidelines to a

- Document order, margins, font, page limits, headings, topics to address, etc.
Who has authority to submit on behalf of your organization?

How will submission be done?

• Website
• Email
• US Mail
• Hand delivery

Submit early to avoid any last minute complications!
Celebrate!!

Then get ready to meet all the requirements that come along with having a grant!
Not Funded, What Now?

• Don’t give up!
• Adjust your proposal according to reviewers’ comments
• Submit again at next deadline
Beverly Morehouse, MBA

Office of Research and Graduate Studies

Sponsored Projects Specialist

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