



GRANT WRITING ESSENTIALS



A Practical Quick Guide
to Proposal Writing

ASHAN R. HAMPTON

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CONTENTS

Introduction	7
1. Grant Prep Checklist.....	9
2. What is a Grant?	13
3. Grant Process Overview.....	19
4. Grant Vocabulary.....	27
5. Grant Writing Guidelines.....	33
6. Parts of a Grant.....	37
7. Program Logic Model.....	45
8. Grant Documents.....	49
9. Writing Mission Statements.....	55
10. 10 Mistakes to Avoid.....	61
11. Important Points to Remember.....	65
12. Sample Proposal Letter.....	69
13. Helpful Grant Resources.....	73
14. About the Author.....	77
Index	79

Introduction

Have you become the designated grant writer for your office, even though you have never written one before? Perhaps you are a professional freelance writer looking to expand your service offerings, but you have no prior experience with grant writing.

In either case, you will quickly discover that grant proposal writing entails more than just filling out some forms. So, where can you find concise information about grants without wasting time trying to piecemeal Google searches before a submission is due?

Although lots of information about grant writing is available in libraries, bookstores and on the internet, not all of it is helpful. Sifting through piles of content while trying to figure out what is directly applicable to a requesting agency's situation can be daunting, especially to first-time grant writers and applicants.

Therefore, *Grant Writing Essentials: A Practical Quick Guide to Proposal Writing* answers two fundamental questions: 1) What is a grant? and 2) How do you put it together? Along with an overview of the grant application process, this book also provides tips on how to build a successful case for funding, common mistakes to avoid, and additional helpful resources for complex projects that exceed the scope of this general quick guide.

With bullet points, charts, and full color graphics, this book offers a descriptive and colorful overview of the grant proposal writing process to ease the angst of first-time grant writers.

Grant Prep Checklist



Brainstorming about a grant project requires your team to clearly define your organization’s purpose, goals, objectives, activities, mission, vision and finances. Use these questions to jump-start your planning sessions.

Your Organization

- What is your history and background?
- What are your most notable accomplishments?
- What results have you produced? What is your track record and reputation?
- Who are your leaders, staff, and board of directors?
- Who is your program director or the main contact for your grant-funded project?
- How is your organization currently funded?

- What are your organization's current programs or projects?
- What is your mission statement?
- What is your vision statement?

Statement of Need

- Why is your grant project necessary?
- What is the problem your grant project solves?
- Who are the participants or constituents for your project, and where do they come from?
- Why does your community need this project?

Project Details

- Have you established that your project is a good fit for the grant foundation's priorities?
- What is the title of your project?
- Do you need to hire people like grant writers or editors?
- How much time will current staff spend on the project?
- What new staff positions do you need to complete your project?
- Who will benefit from your project?
- Where will your project or program take place?
- When will your project begin?
- How long will your project last?
- What resources are needed?
- Can you describe the purpose, plans, goals, and objectives of your grant project in 250 words or less?

Methods, Processes and Evaluation

- What do you expect to be the result of your project?
- What are the outcomes or results the project will produce?
- Is the method of implementation for the project clear?
- What will you do to achieve your outcomes?
- What is the best way to accomplish your goals?
- How will you achieve your project outcomes?
- What are the specific tasks?
- Who is responsible for each task?
- When will these activities occur, and over what time period?
- Who will evaluate your project?
- How will you evaluate the progress of your project?
- How will you evaluate program activities?
- How will you evaluate the progress of your project?
- Who will be responsible for maintaining all evaluation documents?

Budget & Finances

- How much is your current organization's budget?
- How much grant money do you need?
- How much money can your organization contribute to your project?
- What will you spend the money on?
- Have other donors already committed money to this project?
- Is your organization currently receiving money from other organizations, agencies or grant funders?
- What free services, tools, resources or discounts does your organization currently receive?