HOW TO FIND GRANTS

What is a grant?
How do you find funding sources?
What kind of guidelines do they give you?
What is a proposal?
How are proposals reviewed?
How do I write one?
How do I create a budget?
Where do I learn more?
WHAT IS A GRANT?

A gift with strings attached
A binding contract
Where do they come from
  Federal Government
  State Government
  Foundations
  Corporations
  Corporate Foundations
HOW DO YOU FIND FUNDING SOURCES?
HOW DO YOU FIND FUNDING SOURCES?

1. Web resources & search engines

2. E-Subscriptions & email services

3. Colleagues
WEB RESOURCES & SEARCH ENGINES

WSU Site - [http://www.winona.edu/grants](http://www.winona.edu/grants)

[http://www.winona.edu/grants/fundingsources.asp](http://www.winona.edu/grants/fundingsources.asp)

Government –

[http://www.winona.edu/grants/govtsources.asp](http://www.winona.edu/grants/govtsources.asp)


Search engine – 26 agencies

Programs – 1,000 plus
WEB RESOURCES & SEARCH ENGINES

Other Federal databases
  CFDA – www.cfda.gov
  Federal Register –
    http://www.gpoaccess.gov/fr/index.htm

State – http://www.winona.edu/grants/govtsources.asp
  North Star Minnesota -- www.state.mn.us
  Solicitation Announcements (State Register) –
    http://www.mmd.admin.state.mn.us/solicitations.htm
WEB RESOURCES & SEARCH ENGINES

Private – www.winona.edu/grants/privatefunding.asp
Free access
• Foundation Center Online – http://foundationcenter.org
Web-base subscriptions
• GrantSelect -- www.grantselect.com/
• Grant Advisor Plus -- www.grantadvisor.com/tgaplus/index.htm
E-SUBSCRIPTIONS AND EMAIL SERVICES

E-subscriptions
  The Grants Advisor
  Professional Associations

Email Services (Free)
  Grants.gov
  Individual federal agencies / Some state agencies
  Foundation Center – Philanthropic News Digest
  MN Council on Foundations – Giving Memo
COLLEAGUES

LISTSERVS – A quick way to network


RESADM-L - Research Administration Discussion List

NCURA Region IV – professional Association
ANY QUESTIONS?
WHAT KIND OF GUIDELINES DO THEY GIVE YOU?

"I recommend that in order to save the trees, We no longer accept grant proposals to save the trees."
WHAT KIND OF GUIDELINES DO THEY GIVE YOU?

1. Write a letter or pre-proposal
   1-2 pages

2. Fill out an online form
   (download paper, email, online)
   2-10 pages

3. Write a comprehensive narrative
   20-150 pages – 6-7 figure request
WHAT IS A PROPOSAL?
**WHAT IS A PROPOSAL?**

A proposal = **= a bid for a contract**

Written argument for support of an idea and a request for funds for a specific set of activities

“A clearly thought-out project with measurable outcomes that addresses an area of identified needs” (AASCU)
WHAT IS A PROPOSAL?

Funders fund ideas

BUT

Provide money for activities
WHAT IS A PROPOSAL?

A proposal presents two arguments....

Uniqueness -- Catch their attention and
Credibility -- Capability
ANY QUESTIONS?
HOW ARE PROPOSALS REVIEWED?

"Judging by the reaction of the trustees, I assume my proposal will not be receiving serious consideration?"
HOW ARE PROPOSALS REVIEWED?

1. Boards and/or professional staff

2. Consultants

3. Volunteer reader panels
HOW ARE PROPOSALS REVIEWED?

- 3- to 5-person volunteer panels
- Instructed on how to read/rate
- Read and rate individually, then meet to concur
- May meet face-to-face or in cyberspace
- They submit their recommendations subject to staff and agency approval
HOW ARE PROPOSALS REVIEWED?

Problem = 10 points
Objectives = 15 points
Plan = 15 points
Evaluation = 15 points
Staff = 10 points
Budget = 15 points
Intellectual Merit = 10
Significance = 10
ANY QUESTIONS?
"Dear Brenda Walshe, I'm afraid that this foundation strongly discourages grant proposals in rhyming couplets."
THE GREAT GRANT WHALE

10 semi-universal interlocking elements
GRANT PROPOSAL

Title

1. Title

The plume is the first thing you hear or see
Use a short, self-explanatory title

*Uniqueness* – Encompass your project

*Credibility* – Makes impression

A hint of things to come
Dorsal Fin announces what’s coming
Take your time and write this last….
…Might be the only thing (seen) read
Succinct explanation of project impact –
need, central activities, objectives, consequences
GRANT PROPOSAL
Summary/Abstract

Uniqueness – Offer a “hook” that interests and entices the reader

Credibility – Aim for clarity, “an elevator speech”

Prepares them for what comes next
Leads into proposal
3. Introduction

Blow your own horn

Provide a frame of reference in a thumbnail sketch

• Who you are
• Where you are
• What you do
• Who you serve
GRANT PROPOSAL

Introduction

*Uniqueness* – What epitomizes your organization?

*Credibility* – Convince the reader you are a stable, trustworthy organization

Leads into Need/Problem Statement depending upon what organizational characteristics are emphasized
GRANT PROPOSAL

Introduction

WSU is a dual-site institution of higher learning in southeastern Minnesota which annually enrolls 8,000 undergraduate and graduate students, primarily from the upper Midwest, in over 100 academic programs. The university was the first public university established west of the Mississippi River and is an acknowledged leader in developing laptop curricula.
GRANT PROPOSAL

Problem/Need Statement

4. Problem/Need Statement

Seeing eye-to-eye

Provide factual, non-critical proof that you understand the problem/need & have a solution

• Identify the specific need(s) or problem(s)
• Document significance
• Argue for your solution
GRANT PROPOSAL
Problem/Need Statement

A “problem/need” is not:

- Your organization is desperate
- Other organizations are incompetent
- Such a huge problem, nothing can be done
GRANT PROPOSAL
Problem/Need Statement

*Uniqueness* – Need vs. solution: One of the other or both

*Credibility* – Reflected in the depth of your research

Leads into objectives
GRANT PROPOSAL

Objectives

5. Objectives
Mission, goals and measurable objectives describe anticipated results

Mission
↓
Goals
↓
Objectives

1 2 3 4 5 6 7 8 9 . . .
GRANT PROPOSAL

Objectives

Objectives – May be multiple achievements
• Changes resulting from action(s) to be taken
• in measurable terms,
• often including a time frame

Objectives are not – What the money is for
• To add three staff members to the office
• To buy scientific equipment
GRANT PROPOSAL

Objectives

Objectives stem from the identified problem

- **To increase** freshmen enrollment by **5%** by 2011
- **To expand** meals-on-wheels services to **500** senior citizens throughout Winona County by **2015**
- **To improve** participants’ reading comprehension skills by **one grade level** through a **summer** reading program
GRANT PROPOSAL

Objectives

*Uniqueness* – Critical objectives must address all previously identified problems/needs

*Credibility* – Propose a “doable” project that can be systematically evaluated

Leads into work plan and evaluation

Leads back to need/problem statement
ANY QUESTIONS?
“Only a truly gifted proposal writer can reduce an exciting, visionary dream into measurable outcomes and unit costs.”
6. Work Plan
Describe specific activities in detail

What
Why
How
When
Who
GRANT PROPOSAL
Work Plan

*Uniqueness* – Explain any unusual action

*Credibility* – Present a logical, chronological plan that proves you know what you are doing and explains how you’ll evaluate and disseminate the results

Leads into evaluation
Leads back to objectives
GRANT PROPOSAL

Evaluation

7. Evaluation
   Describe your evaluation plan
   Internal evaluation
   External evaluation
   Give data collection timeline
   Describe or append survey(s)
   Explain reporting procedures
GRANT PROPOSAL

Evaluation

*Uniqueness* – Models should be shareable

*Credibility* – Evaluation is proof one way or the other that allows the funder to determine if its money was well invested

Leads back to work plan and objectives
8. Staff

Staff (like flippers) steer the project
Describe critical personnel qualifications

1. Current staff
2. Proposed staff
3. Administrative responsibility
GRANT PROPOSAL

Staff

*Uniqueness* – Focus on relevant expertise

*Credibility* – Staff is credibility – proof you are capable of carrying out what is proposed

Leads back to work plan
Conclusion

9. Conclusion - Last thing seen (by the prey)
   Reinforce the request
   Continuation
   Dissemination
   Address the future
   How will this project impact the problem and the funder’s priorities?
GRANT PROPOSAL

Conclusion

_Unique ness_ – Emotional content goes here

_Credibility_ – Demonstrate commitment

Leads way, way back to need statement
PROPOSAL WRITING

Budget

10. Budget

The budget (flukes) drive the project

Justify the amount requested in narrative

Explain unusual and big ticket items

Identify your contributions

Identify other funders

No surprises on budget pages
GRANT PROPOSAL

Budget

*Uniqueness* – Emphasize cost effective elements

*Credibility* – Budget detail reflects depth of planning

Leads back to action plan
BUDGET PREPARATION TIPS

Tip 1. The budget and proposal copy should be mutually reinforcing.

Tip 2. Budgets should be reasonable.

Tip 3. Create a budget by analyzing the tasks needed to complete each activity.

Tip 4. Avoid lump sum requests; be as detailed as possible.

Tip 5. Allow for inflation.
BUDGET PREPARATION TIPS

Tip 6. Follow the funding source guidelines.
Tip 7. Matching funds are your organization’s contribution to a proposed project.
Tip 8. In-kind contributions are a legitimate budget item.
Tip 9. Facilities & Administrative costs (indirect costs) are a legitimate budget item.
Tip 10. Use Basic Budget Building Blocks
Personnel & Fringe benefits
Travel
Equipment
Materials or supplies
Consultants/contractual agreements
Other
F&A costs (Indirect costs)
ANY QUESTIONS?
WRITER READER TIPS

"It's not all bad. They want to publish my grant proposal as a work of fiction."
WRITER READER TIPS

Tip 1. Write with the reader in mind.
Tip 2. Simple, not fancy (KISS).
Tip 3. Don’t make assumptions about expertise.
Tip 4. Follow the application instructions and the specified format.
Tip 5. Mirror the guideline language in subheadings in the proposal.
Tip 6. Follow ALL the rules.
Tip 7. Limit the number of appendices.
Tip 8. Keep the number of proposal editors to a minimum. Remember -- Editors can be wrong.
Tip 9. Miss a deadline rather than submit a poor application.
Tip 10. Always request funding source critiques of rejected proposals. TRY AGAIN!!!
WHERE DO I LEARN MORE?

http://www.winona.edu/grants/proposaltips.asp

• Proposals page – Links to other materials
  – Links to my Outline, Writing Tips, Budget Tips

• Web Search Engines

• Any higher ed institution web site
CONCLUSION

Didn't get my grant
Lemonade $450.00
Nancy Kay Peterson

Director of Grants & Sponsored Projects (G&SP)
Maxwell Hall, Room 155
507-457-5519
npeterson@winona.edu
http://www.winona.edu/grants/