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## **SAMPLE GRANT PROPOSAL**

The elements described here are intended as a starting point from which to develop a grant proposal. Contact the Office of Grants & Sponsored Programs at 781-5766 for assistance with proposal development.

1. **Title Page.** *(a.k.a 'Application Form', or 'Cover Sheet')*
2. **Table of Contents.** *(a.k.a. 'Contents')*
3. **Abstract.** *(a.k.a. Executive Summary, Project Description, Project Summary)* Abstracts are often the most important part of a proposal as it is a reviewer's first impression of a proposal. Includes a clear and concise one-page description of the project emphasizing the objectives, needs for project, plan for execution of project, and measurable outcomes.
4. **Problem Statement.** *(a.k.a. Needs Assessment, Needs Statement)* Defines a problem addressed by implementation of the proposed project. Considers community, organizational or systemic implications. Demonstrates need through data analysis. Explains relevance of project to funder's mission. Includes primary and secondary target populations and means of access.
5. **Goals and Objectives.** *(a.k.a. Expected Outcomes, General Objectives, Specific Outcomes)* Goals are a general statement of what the proposed project will accomplish. Identifies expected outcomes as relate to short-term and long-term goals. Describes measurable outcomes for the proposed project. (Evaluations report the success of an entire project. Objectives report the success of a specific part of a project. Evaluations are often comprised of many objectives that include measurable outcomes.) Normally includes at least three (3) objectives, with at least three (3) activities for each objective. Activities may be duplicated between objectives.
6. **Project Description.** *(a.k.a. Action Plan, Management Plan, Operating Plan, Project Narrative, Research Design)* Describes the methods and procedures, plan of work, project activities, and timelines of the proposed project.
7. **Evaluation.** *(a.k.a. Assessment of Outcomes, Formative Evaluation, Outcomes)* Explains how success of the proposed project will be measured, which is in direct correlation to project objectives. Includes description of data collection, documentation, and analysis.
8. **Dissemination.** *(a.k.a Distribution of Results, Replicability, Transferability, Utilization Plan)* Outlines plans for distribution of evaluation via presentations, publications, technical reports, or similar methods.
9. **Qualifications.** *(a.k.a. Biographical or "Bio" Sketches, Key Personnel)* Identifies key personnel involved in development and implementation of the proposed project. Curriculum vitae and/or position descriptions may be included under '**Appendices**' as supporting documentation. Illustrates each individual's qualifications and role in successful implementation.
10. **Resources.** *(a.k.a. Equipment and Facilities, Space Requirements)* Explains availability and accessibility of equipment, facilities, and/or other resources necessary for successful implementation of the proposed project.

# How To Write A Grant Proposal

**Geoffrey Mitchell**



## **How To Write A Grant Proposal:**

**How to Write a Grant Proposal** Cheryl Carter New, James Aaron Quick, 2003-06-03 Step by step guidance on how to write effective grants that get the funding you need Complete with examples of fully completed proposals you ll also get an easy to use companion website containing guide sheets and templates that can be easily downloaded customized and printed The authors provide examples of completed proposals and numerous case studies to demonstrate how the grant seeking process typically works Order your copy today **How to Write a Grant Proposal** C. C. New, 2003 **The Quick Wise**

**Guide to Writing Grant Proposals** Waddy Thompson, 2017-11-10 The Quick Wise Guide to Writing Grant Proposals presents an in depth short course in the elements of a good grant proposal narrative You ll learn what questions funders expect to see answered and how to weave those answers into a compelling case for support of your nonprofit Readers of the author s previous books on grant writing will recognize his methodical personal approach as he takes you step by step through the process of constructing a narrative Unlike other grant writing guides this quick guide concentrates solely on the writing process to help you express yourself with clarity and passion **How to Write a Successful Research Grant**

**Application** Willo Pequegnat, Ellen Stover, 2013-03-09 The Department of Health and Human Services has identified Acquired Immunodeficiency Syndrome AIDS as the foremost public health problem in the United States The Centers for Disease Control CDC report that as of December 31 1994 there were 441 528 documented cases of AIDS in this country and the number is increasing AIDS is an illness characterized by a defect in natural immunity against disease Many more individuals are known to be infected with Human Immunodeficiency Virus HIV but do not have symptoms or the defining characteristics of AIDS The incubation period for AIDS may range from 1 to 10 or more years in adults and 6 months to several years in children Infected persons appear to be capable of transmitting infection indefinitely even if they remain asymptomatic In order to increase the number of minority investigators conducting research on HIV infection and 1 AIDS NIMH conducted a 3h day technical workshop for minority investigators on July 24 27 1990 in Fairlakes Virginia University based research programs were asked to nominate investigators who were selected on the basis of a referred 1 0 page prospectus for a proposed research project This procedure was used because NIMH wanted to be sure that the prospective investigators were established in a research environment that would pr *The Art of Grant Writing* Sharon Charnell

Gherman, 2013 The prospect of writing a proposal can be overwhelming especially if you re new to proposal writing Where do you start How do you make sense of the unique terminology What information do you need to gather How do you find funding sources How can you best communicate your vision to others Representing more than sixty years of proposal writing experience *The Art of Grant Writing* will not only cover the basics of proposal writing but also some of the tricks of the trade shared by professionals who have been at it successfully for a number of years It s a practical straightforward how to guide to writing proposals and is filled with practical tips cautions and time saving ideas Whether you are new to proposal writing

or already have some experience there's something for everyone in this book After 40 years of grants research grant writing and grant management I firmly believe that grant proposal writing is both an art and a science The wonderful thing about this book is the way Ms Gherman has interwoven these two approaches If you're a novice grant writer this book will guide you through this process with ease If you are a professional I think you will find hidden jewels to strengthen your own approach to proposal development Cynthia M Adams CEO President GrantStation.com Inc The Art of Grant Writing gives me a base of reference to create a good working tool for my staff a real how to instruction style with solid reference material JoAnn Polston Healy Lake Traditional Council Healy Lake Alaska I was completely overwhelmed at the prospect of writing a grant proposal to anyone outside of our local area I did not want to embarrass our organization I now feel I have the tools to write a grant proposal which may be funded Lisa Gregory Habitat for Humanity Beckley WV

### **How to Say It:**

**Grantwriting** Deborah S. Koch, 2009-10-06 A guide to writing grant proposals tailored specifically to a donor's interests complete with step by step instructions and samples of winning proposals In grant seeking words can go where the applicant can't the foundation boardroom the corporation's headquarters so it's important to use them as the strategic powerful tools that they are This book shows readers how to find frame and use words effectively to make the case for any organization and its projects Readers are provided the tools for crafting a grant proposal that speaks directly to the funder's interests Grant seekers will learn How to find out which funders fit their project exactly Strategies for figuring out what each grant maker is looking for Critical tips for crafting attention grabbing proposals Koch shows readers how to write with a point of view that is geared to the funder's interests and goals while remaining true to the project Packed with examples of winning proposals and strategies for using words to inspire and convince this is the must have resource for any grant seeker hoping to stand apart from the crowd

*Writing Successful Grant Proposals* Ellen W. Gorsevski, 2015-12-30 The Teaching Writing series publishes user friendly writing guides penned by authors with publishing records in their subject matter Most grants books often hundreds of pages long make grant writing seem too intimidating but Gorsevski gets to the heart of the process In simple steps *Writing Successful Grant Proposals* highlights key things savvy proposal writers do to attract and secure prospective funders With clear concise instructions this book demystifies grant proposal writing from the initial development phase to the writing and submissions phase to the grant award phase to the final delivery of project results phase This small but mighty guide shares with readers effective strategies for adapting proposals to meet diversity digital and other evolving 21st Century constraints of grant review offering pointers for staying on task getting the proposed project done on time and under budget plus many other insider tips for smoothly navigating through the grants process This handy guidebook is designed to help academics non profits creatives and entrepreneurs to write successful grant proposals This little book gets quickly to the important points Even better Dr Gorsevski has been around the grant writing block a few times herself She's giving honest answers and pragmatic advice This is all the stuff you really need to know Dale Cyphert Ph D Associate Professor of

Management College of Business Administration University of Northern Iowa Finally A savvy book on grants that speaks to large social concerns of peace environment justice and multiple audiences Gorsevski s book is a much needed resource for agency academic and volunteer leaders alike regarding the do s and don ts of dealing with diverse donors and RFPs George A Lopez Hesburgh Professor of Peace Studies Emeritus University of Notre Dame and former Vice President of the US Institute of Peace div div Ellen W Gorsevski Ph D shares her experience in writing successful grant proposals in private sector think tanks and contracting firms and in public sector teaching and research She is author of books on persuasive communication including *Peaceful Persuasion The Geopolitics of Nonviolent Rhetoric* SUNY Press 2004 and *Dangerous Women The Rhetoric of the Women Nobel Peace Laureates* Troubador Publishing Ltd 2014 div [The Complete Book of Grant Writing](#) Nancy Burke Smith, E. Gabriel Works, 2006 The most complete grant writing book on the market including sample letters and 15 sample grant proposals [Grant Writer's Handbook, The: How To Write A Research Proposal And Succeed](#) Gerard M Crawley, Eoin O'sullivan, 2015-10-23 The Grant Writer s Handbook How to Write a Research Proposal and Succeed provides useful and practical advice on all aspects of proposal writing including developing proposal ideas drafting the proposal dealing with referees and budgeting The authors base their advice on many years of experience writing and reviewing proposals in many different countries at various levels of scientific maturity The book describes the numerous kinds of awards available from funding agencies in particular large collaborative grants involving a number of investigators and addresses the practical impact of a grant which is often required of proposals In addition information is provided about selection of reviewers and the mechanics of organizing a research grant competition to give the proposal writer the necessary background information The book includes key comments from a number of experts and is essential reading for anyone writing a research grant proposal The Grant Writer s Handbook s companion website featuring regularly updated resources and helpful links can be found at [www.ifm-eng.cam.ac.uk/research-grant-writers-handbook](http://www.ifm-eng.cam.ac.uk/research-grant-writers-handbook) **Creating Winning Grant Proposals** Anne L. Rothstein, 2019-04-01 Providing clear cut steps for producing each section of a competitive grant proposal this hands on book is filled with examples from actual RFPs and proposals practical tools and writing tips Prominent educator and successful proposal writer Anne L Rothstein shares a systematic process created over decades of experience in the field She details how to achieve group consensus around a project identify likely funding sources establish need develop objectives assemble a Master Project Table and other needed tables figures and charts create an effective logic model prepare an evaluation put together a budget tailor the proposal to meet the requirements of funders and avoid common errors Purchasers get access to a Web page where they can download and print the book s 14 reproducible templates in a convenient 8 1 2 x 11 size *How To Write A Nonprofit Grant Proposal* Robin Devereaux-Nelson, 2016-01-07 In this booklet you will learn How to prepare your nonprofit organization to prepare for grant seeking Laying groundwork for grant seeking and outreach steps to take with funders Step by step instructions leading you through the grant application process The nuts

and bolts of drafting a grant proposal How to draft a proposed budget What to do if you are accepted and if you are declined So let s get started     Getting Funded Mary S. Hall,Susan Howlett,2003 The definitive how to guide covering every aspect of writing a grant proposal Drawing on 60 years of experience in the fields of nonprofits grantwriting and grantmaking The authors take the reader step by step through the entire process from planning getting started assessment of capability development of the ideas and finding source solutions to writing and submitting the proposal title pages abstracts the purposes of need procedures evaluations qualifications budget and review submission notifications and renewal Numerous checklists useful websites and other valuable tools help keep the reader informed     *Grant Writing in Higher Education* Kenneth T. Henson,2004 This resource for novice and experienced practitioners identifies some of the attitudes that can prevent grant writers from writing effective proposals and offers suggestions for moving proposals towards acceptance A number of supplementary materials are found in the appendix including a sample p     *Grant Writing For Dummies* Beverly A. Browning,2001 Grant writing skills are essential in gaining funding from government and foundation grants for a nonprofit organization In the past there were no college degrees in grant writing and very few if any books on how to write a grant The process of learning how to write a grant was mostly trial and error but times have changed Today grant writing is a science a skill that reflects a precise application of facts or principles Grant Writing For Dummies can help anyone who has to seek and secure grant funds in order to keep an agency s doors open for business or to fund a special project This reference guide is also for people who want to make a career of freelance grant writing The easy to use format thorough approach clear advice and voice of experience will help anyone to Get the scoop on government and foundation grants Go for the gold with multiple grant requests Make the case for your grant request Use words that make founders say yes Figure out the rules of the grants game to put together your grant application Reach your goal of receiving funding for your organization from a government or foundation grant Grant Writing For Dummies also covers the following topics and more Searching for government grants Conveying your needs for grant funds Fashioning the essentials such as cover letters and abstracts Presenting the budget Double checking your grant proposal or application before you submit it Win or lose how to play your next card Every year the federal government distributes billions of dollars in grant money to nonprofit organizations Grant Writing For Dummies guides you along your quest for funding with all the essential information you need to achieve success     The Only Grant-Writing Book You'll Ever Need Ellen Karsh,Arlen Sue Fox,2014-04-08 From top experts in the field the definitive guide to grant writing Written by two expert authors who have won millions of dollars in government and foundation grants this is the essential book on securing grants It provides comprehensive step by step guide for grant writers including vital up to the minute interviews with grant makers policy makers and nonprofit leaders This book is a must read for anyone seeking grants in today s difficult economic climate The Only Grant Writing Book You ll Ever Need includes Concrete suggestions for developing each section of a proposal Hands on exercises that let you practice what you learn A glossary of terms

Conversations with grant makers on why they award grants and why they don't Insights into how grant awarding is affected by shifts in the economy *Perfect Phrases for Writing Grant Proposals* Beverly Browning, 2007-11-16 The Right Phrase for Every Situation Every Time These days it's not enough to work for a good cause or worthy organization If you want to receive funding from a corporation community foundation or government institution it all comes down to one thing your proposal With hundreds of ready to use Perfect Phrases you'll quickly know the right words to use for the three major sections of every successful grant proposal How to introduce yourself your program and your achievements How to describe your goals and what funding will accomplish What you should include as your supporting documents With this comprehensive user friendly approach to grant writing you'll be able to tackle the various proposal formats create a professional purpose statement and back up your plan with solid data Plus you'll discover some insider secrets that will really get the attention you want and the funding you need *Guide to Effective Grant Writing* Otto O. Yang, 2005-04-04 Guide to Effective Grant Writing How to Write a Successful NIH Grant is written to help the 100 000 post graduate students and professionals who need to write effective proposals for grants There is little or no formal teaching about the process of writing grants for NIH and many grant applications are rejected due to poor writing and weak formulation of ideas Procuring grant funding is the central key to survival for any academic researcher in the biological sciences thus being able to write a proposal that effectively illustrates one's ideas is essential Covering all aspects of the proposal process from the most basic questions about form and style to the task of seeking funding this volume offers clear advice backed up with excellent examples Included are a number of specimen proposals to help shed light on the important issues surrounding the writing of proposals The Guide is a clear straight forward and reader friendly tool Guide to Effective Grant Writing How to Write a Successful NIH Grant Writing is based on Dr Yang's extensive experience serving on NIH grant review panels it covers the common mistakes and problems he routinely witnesses while reviewing grants **How to Write a Grant Proposal** Geoffrey Mitchell, 2014-11-13 Applying for a grant may at first glance seem fairly easy However the reality is that getting your grant application to be accepted is more difficult than you might think Yet the ability to get grant funding could be the difference between success and failure for any small business or non profit organization There's only a finite amount of funding available and once denied it can be hard to break back into the inner circle again Therefore every application that's submitted really must be top quality This book is designed to help you succeed when applying for grants Following these guidelines you'll have much better chances of being approved for grants that can result in the difference between a struggling business and a thriving one [Writing a Nonprofit Grant Proposal](#) Frank Coles, 2020-09-16 Learn How to Write Winning Grant Proposals In contrast to the common perception nonprofit does not mean that business or organization is not entitled to generate a profit What determines a nonprofit organization has something to do with the intent to support projects that would benefit the public Many nonprofit organizations rely mostly on donations grants and mission related earned income to support their projects

Nonprofits usually share the following elements A mission that is not solely for profit but instead focuses on activities that are beneficial to the community or society 100% of the revenue is returned for public service missions and other programs of the nonprofit organization This book includes Laying the Groundwork Steps in Developing a Grant Proposal Writing the Grant Proposal Tips Tricks to Writing a Winning Grant Proposal Drafting a Proposed Budget More Grant Winning Secrets How to Avoid Scandals When Handling Money for Your Nonprofit Go ahead get yourself a copy NOW *The Nuts and Bolts of Grant Writing* Cynthia E. Carr, 2014-08-01 In this practical accessible guide for students faculty and other university personnel author Cynthia E Carr shares her best practices for planning writing and winning research grants based on her own experience submitting more than 300 grant proposals and securing millions of dollars in awards Insightful innovative and informative the book goes beyond coverage of standard grant writing to specifically address the issues faced by the higher education community including the university bureaucracy and how to navigate it The Nuts and Bolts of Grant Writing covers everything from budgets to submissions and federal to foundation competitions giving novices the opportunity to leapfrog over some of the hard lessons that most college and university grant seekers must learn from trial and error and allowing those with more experience to sharpen their skills



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