



GRANTS AND PROPOSAL WRITING

presented by Michelle Malizia, MA

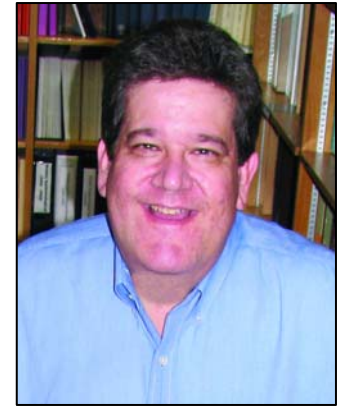


TEXAS
Department of
State Health Services

April 11, 2011 • 1:00-4:00 p.m.

National Library Week

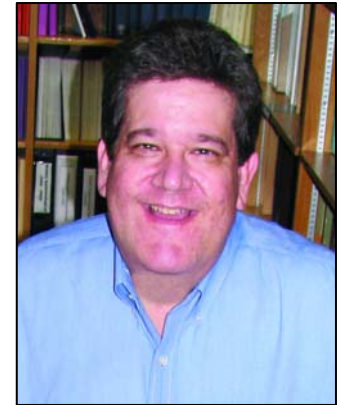
Logistics



Doug Jumper
DSHS Funding
Information Center

- Dual presentation: Lecture Hall (Austin) and webinar
- Handouts at <http://www.dshs.state.tx.us/fic/gwriting.shtm>
- Certificate of Attendance
 - If you are attending with a group at a webinar site, your name should be entered in the webinar chat box.

Logistics (cont.)



- Question and Answer Periods
 - ▣ Webinar participants may send in questions throughout the presentation via the webinar chat box.
 - ▣ Lecture Hall participants may ask questions at the microphone.
- Technical Difficulties
 - ▣ Call GoToWebinar toll-free at 1-800-263-6317 or direct dial 1-805-617-7000.

Speaker – Michelle Malizia

- Associate Director, National Network of Libraries of Medicine, South Central Region at the Houston Academy of Medicine-Texas Medical Center Library
- Master of Arts in Library and Information Science-University of Arizona; Bachelor of Arts in Psychology-University of Colorado, Denver





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April 2011

Agenda

- Common mistakes
- Locating funding
- Basic elements of the proposal
- The budget
- Finishing touches
- Q & A



Ten Common Mistakes



1. Poor Writing



* THIS SWIMMING - POOL HASN` T
LIFE GUARD THEREFORE YOU ARE
RESPONSIBLE FOR YOUR SAVE
THANK YOU.

2. Inaccurate Costs



3. Typos



4. Budget \neq Narrative



A close-up photograph of a budget spreadsheet. The image is slightly blurred, focusing on a specific section of the table. The values are as follows:

100,000	100,000
10,000	
10,000	
75,000	(10,000)
\$205,000	\$195,000
-250,000	



5. Vague Objectives



This project will improve reading comprehension

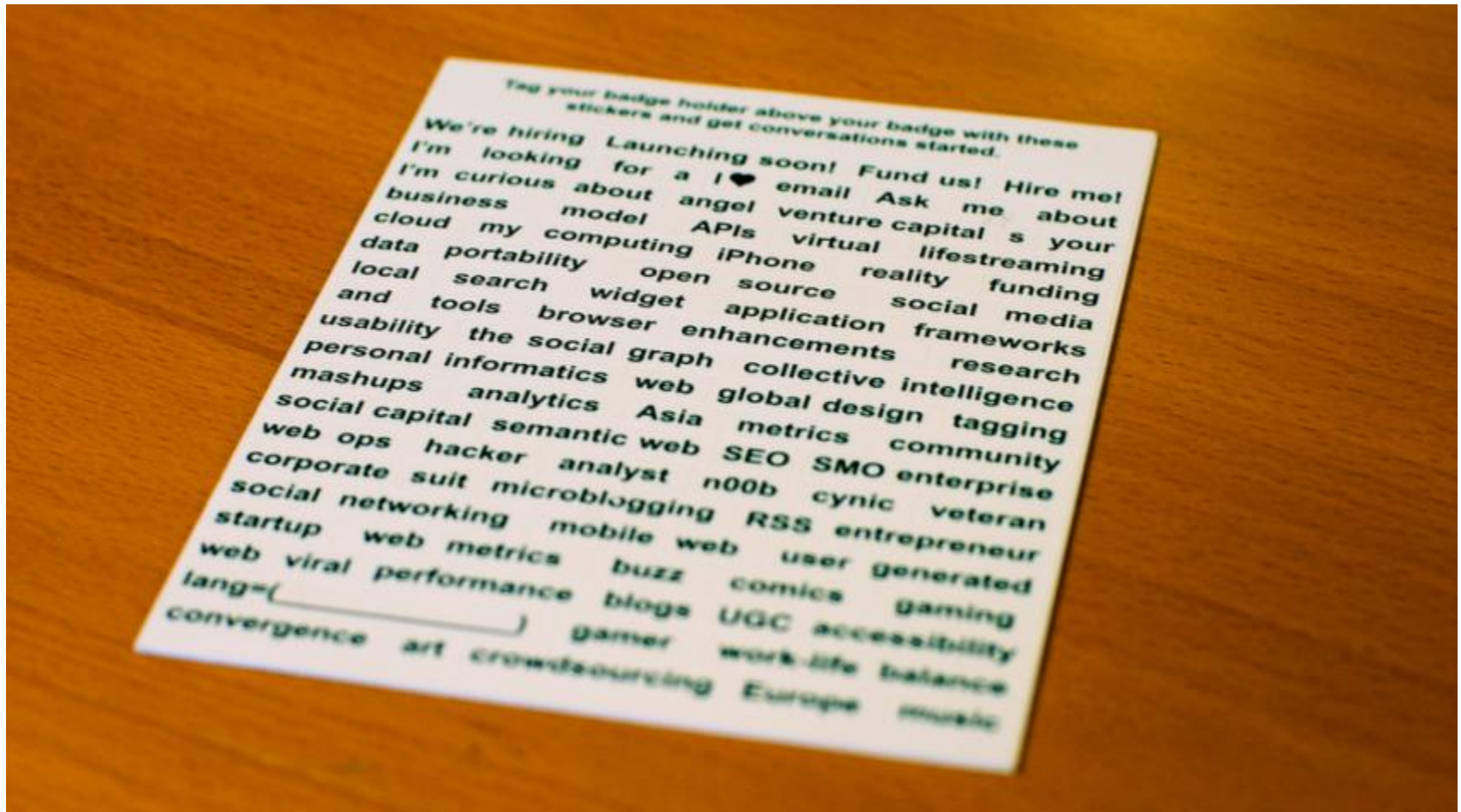
6. Last Minute Writing



7. Assuming Reviewers are Experts



8. Buzzwords/Jargon



9. Ignoring Instructions



10. Idea \neq Grant Purpose





Show Me the Money!

The Match

- What types of projects is the funder interested in?
- Look for buzzwords or phrases:
 - ▣ Program Areas
 - ▣ Initiatives
 - ▣ Scope



Who are the Funders?

- Government (Federal, State and Local)
- Foundations
 - ▣ Private Foundations
 - ▣ Corporate Foundations
 - ▣ Community Foundations
- Associations
- Small Businesses



Funding Information Center



Topics: A B C D E F G

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Funding Information Center

Our mission is to help organizations in Texas pursue public health funding opportunities by disseminating funding information through the *Funding Alert* and our website. Our services are limited to clients living in Texas.

Contact Us

Physical Address:

Funding Information Center, Mail Code 1955
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Quick Links

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Questions?

- Webinar
participants may ask questions via the webinar chat box.
- Lecture Hall
participants may ask questions at the microphone.



Beginning the Process



Things to Remember

- Start early
- Review the RFP written guidelines
- Pay attention to deadlines



Before Starting to Write

- Gather background information
- Identify project needs
- Sketch a rough draft of the budget
- Determine who will write the proposal

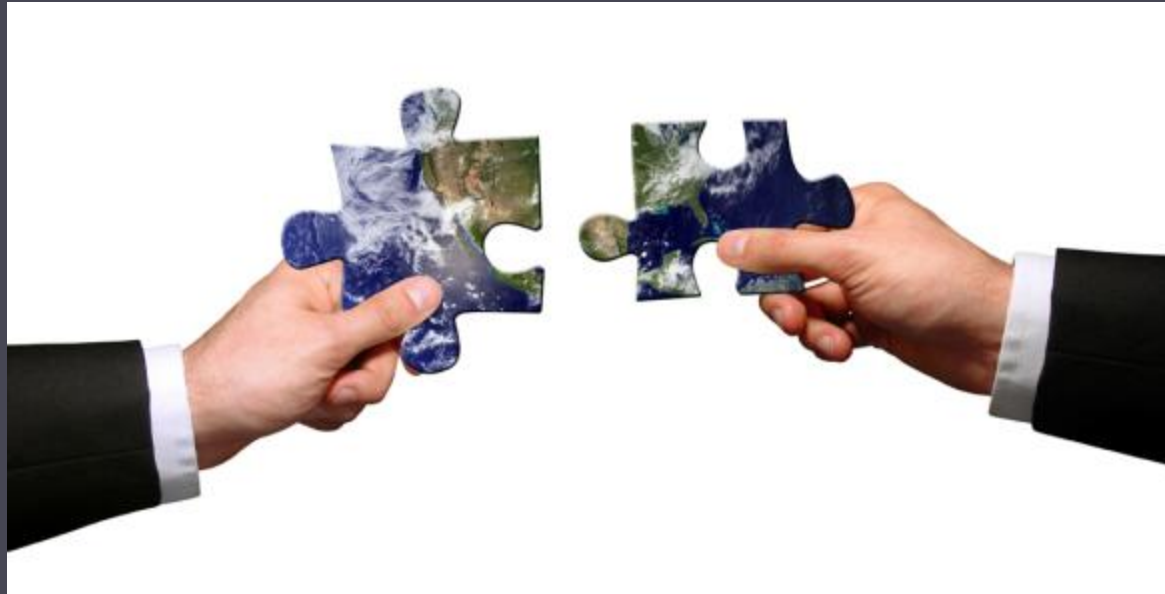


Overall Tips on Writing

- Make a cohesive argument
- Avoid excessive “wordiness”
- Think of the reviewer – no unnecessary information
- Have someone else read the proposal



Break



SECTIONS OF THE PROPOSAL



Summary statement

- Your project in a nutshell
- Answer: who, what, how, how much
- “TV Show Description”
- Also known as an executive summary



Identification of Need

- What is the need?
- How do you know?
- How will your project address that need?



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Target Population



- Census Bureau: <http://www.census.gov>
- Fedstats: <http://www.fedstats.gov/>

Project Plan

- Specific activities to achieve the objectives
- Describe
 - ▣ What
 - ▣ How
 - ▣ How long
 - ▣ Project staff



Goals and Objectives: Goals



- Goal: broad statement of the result of change
- General aka “Mushy”
- Ideally what will happen?

Goals and Objectives: Objectives

Types:

- Behavioral
- Performance
- Process
- Product



Organization Information



- Size
- Employees
- Date founded
- Services or facilities

Evaluation

- Determine the success of project
- Must be measurable and quantifiable
- Evaluate each goal and objective





Break

The Budget



Indirect Costs

- Costs not readily identifiable with a particular cost objective, but necessary to the operation of the institution to conduct the activities it performs
- Some grants do not allow or cap the level of indirect cost



Be realistic and complete

- Ensure that the RFP allows for funding of the items included in your narrative
- Include everything that you will need to complete your project
- Contact funder with questions

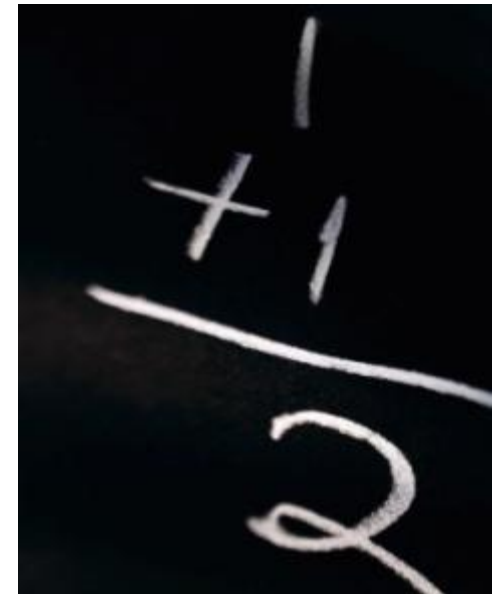


In kind contributions

- In kind contributions or waived fees must be stated or discussed in the proposal
 - Staff?
 - Equipment?
- Tip: Be as explicit as possible in all descriptions in the narrative. Reviewers are not as familiar with your concepts or environment as you are.

Final Budget Thoughts

- Ensure that your figures add up correctly
- Ensure that your proposed budget does not surpass the total funding amount



Putting it Together

- Title: Make it descriptive, not clever
- Include a table of contents
- Do not bind the proposal
- Don't forget the appendices
 - ▣ Charts, graphs
 - ▣ Surveys
 - ▣ Letters of Support



Final Thoughts

- Plan, Plan, Plan
- Apply Early
 - ▣ Applications may take 9 months to go through the process
- Follow directions!!
- Learn from rejection
- Resubmit

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Thank You!

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