
Grant Writing Tutorial

I. Organization Mission and Vision

a. Organizational Mission

- i. Who are you?
- ii. Why do you exist?
- iii. What do you do best?
- iv. What is your unique contribution to the community?
- v. Whom do you serve?

b. Organizational Vision

- i. Where do you see your organization in 5, 10, or 15 years?
- ii. If you did exactly what you were supposed to do exactly when you were supposed to do it, what would you be doing and how?

II. Project Idea

a. Needs Assessment/Problem Statement

- i. What need does the project address and how large is the need?
- ii. Is the need related to the organization's goals?
- iii. What facts, statistics, and other evidence support the authenticity of the need?
- iv. Is the need client-based, not an organization-based need?
- v. Can the need be realistically addressed by the organization?

b. Project Development

- i. What is the goal of the project?
- ii. What are the objectives of the project? How does the project address the documented needs?
- iii. What activities will the project utilize/conduct to achieve the objectives?
- iv. What methods, materials, personnel and other resources will the project require to carry out the activities?
- v. What resources can the organization provide as in-kind?
- vi. Who will direct or manage the project and what are his or her qualifications?
- vii. What population will the project serve?
- viii. What is the expected outcome of the project?
- ix. What is the project timeline – implementation, activities, evaluation, reports, etc.?
- x. How does the project and its expected results fit with the chosen funders' priorities and goals?
- xi. Can the project's success be replicated elsewhere?

c. Project Evaluation

- i. How will the project's success be determined?
- ii. What will be the standard(s) upon which success or failure will be judged?
- iii. What methodology will be used to evaluate the project's success or failure?

- iv. Who will conduct the evaluation – internal or independent evaluator? (Get them involved in the proposal writing early on.)
 - d. Project Budget
 - i. Work closely with your organization’s budget staff.
 - ii. What is the total estimated financial requirement to carry out the project?
 - iii. Will the organization furnish a match or in-kind portion of the total financial requirement? (*e.g.*, facilities, office supplies, postage, phones, etc.)
 - iv. Are indirect costs/administrative overhead funds allowed and will they be requested?
 - v. Are funds being sought for more than one year? If so, have separate annual budget estimates been prepared?
 - vi. What is the total estimated financial request sought from the chosen funder?
- III. Finding Funders
- a. General Sources
 - i. Federal Government
 - ii. State Government
 - iii. Foundations and Corporations
 - b. Examine Requirements and Preferences
 - i. Applicant Eligibility
 - ii. Project Eligibility
 - iii. Funding Priorities
 - iv. Deadlines
 - v. Types of Support/Funding
 - vi. Application Forms and Procedures
 - vii. Additional Required Documents
 - viii. Grant Amounts (high, low, average)
 - ix. Selection Criteria
 - c. Determine Appropriateness of Grant for Your Organization
 - i. Does the funder/grant fit your priorities, vision and mission?
 - ii. Do your priorities fit the funder’s/grant’s priorities?
 - iii. Does the grant address identified needs?
 - iv. Will the funding be sufficient to accomplish the objectives in the time allotted?
 - v. Can a strong proposal be developed and submitted on time?
 - vi. Can any cash or in-kind matching requirements be met?
 - vii. Does the project have sufficient administrative support?
 - viii. Can the project be continued after the funding ends?