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Planning and Writing a Grant Proposal: The Basics

WEBINAR

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Grant Writing Experience

POLL

Agenda

HOW TO ASSESS YOUR PROJECT AND A GRANT

WHAT FUNDERS WANT

BASIC ELEMENTS OF A GRANT PROPOSAL

BECOME MORE CONFIDENT IN YOUR GRANT WRITING SKILLS

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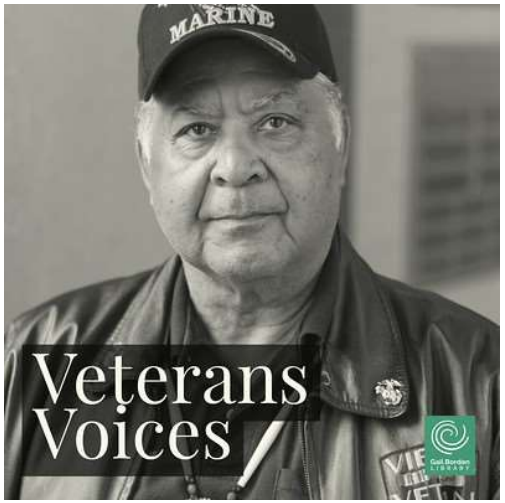
Face Your Fears

Grant Writing for Libraries



Types of Grants

LOCAL

COUNTY

REGIONAL

STATE

NATIONAL

FOUNDATION

What Funders Want

A clear need that matches their mission

Demonstration of reliability and sustainability

Proof of impact

Focus on EDI

Initial Assessment

1. What is the project?
2. What is the community need? | Focus on EDI
3. What data supports the need?
4. Do our missions match?
5. Are we eligible and capable?
6. What is the maximum award offered?
7. Can we meet the deadline?
8. Director or Board approval

Project Planning

FORM PROJECT TEAM

SET A TIMETABLE

READ INSTRUCTIONS CAREFULLY

GATHER BASIC INFORMATION

SECURE PARTNERS

Possible Partners

Outline the Proposal

- [x] Background on your organization
- [x] Project Team & Partners
- [x] Need
- [x] Project Description
- [x] Target Audience
- [x] Activities & Timeline
- [x] Budget
- [x] Goals
- [x] Measurable Outcomes & Evaluation

Writing Process

NEEDS STATEMENT

NARRATIVE

- Project Plan
- Timeline

BUDGET

EVALUATION

Needs Statement

SHOW EVIDENCE

IDENTIFY GEOGRAPHIC BOUNDARIES

IDENTIFY GAPS

AVOID ACRONYMS

Narrative

GOALS

TARGET AUDIENCE

IMPLEMENTATION PLAN

TIMELINE

PARTNERS

MARKETING PLAN

S.M.A.R.T. Goals

S	M	A	R	T
SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIME-BOUND

Narrative Tips

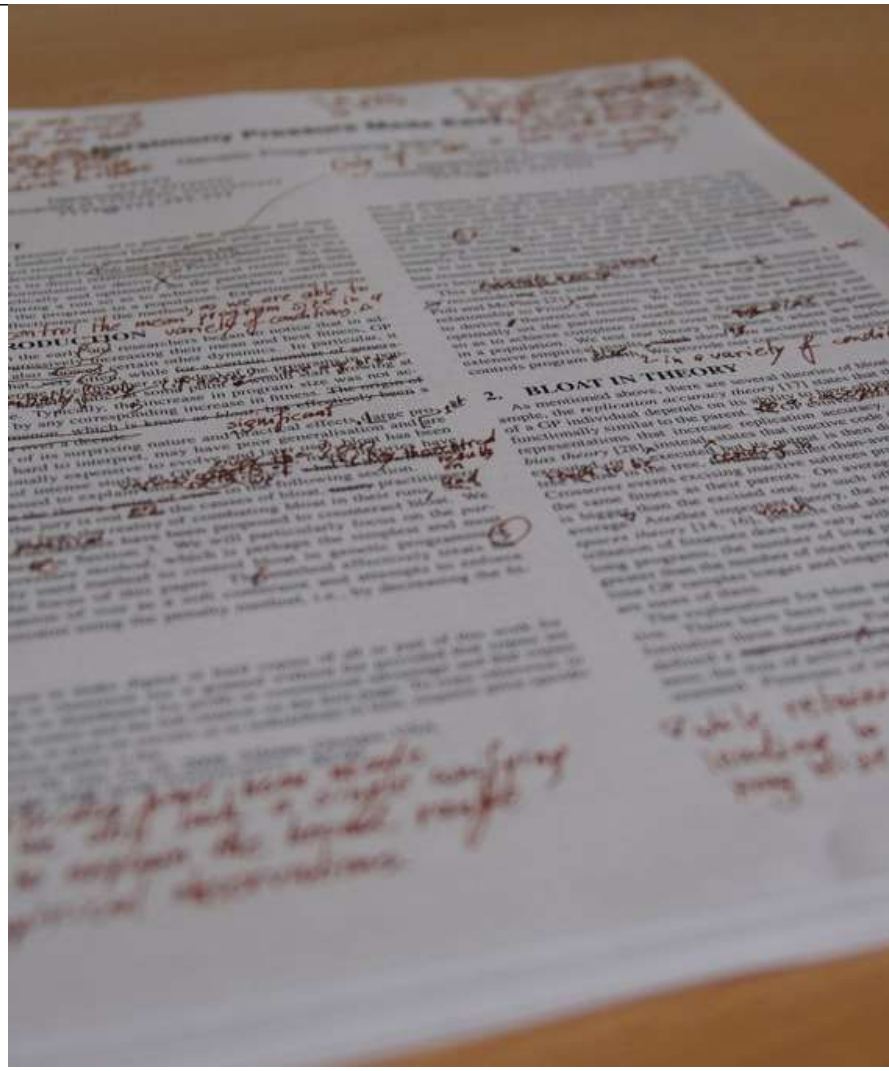
USE THEIR KEYWORDS

IDENTIFY STAFF AND PARTNERS

PUBLICITY

SUSTAINABILITY

EDIT!



Project Plan & Timeline

GANTT CHART A Gantt Chart is a schedule which plots the tasks, people responsible for the tasks, and a timeline.					
List of Activities	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Responsibility
1. Hiring of project staff and orientation training					Program Directors
2. Baseline study and needs assessment					Program Officers
3. Meetings to finalize strategies and activities					Program Directors & Officers
4. Training programs for beneficiaries					Field Workers

Budget

EQUIPMENT

CONTRACTUAL FEES

SHARED CONTRIBUTIONS

BUDGET JUSTIFICATION

TIPS!

Make it reasonable
Triple check your numbers
Get to know your finance team

Evaluation

Other Additions

RESUMES

LETTERS OF RECOMMENDATION AND SUPPORT

PHOTOS

VIDEOS

FINANCIAL STATEMENTS AND AUDIT REPORTS

Final Steps

PROOFREAD

3 CS: Make it clear, concise, and compelling

KNOW YOUR DEADLINE

GET AUTHORIZED SIGNATURES

Grant Writing Mistakes

- Not following directions
- Waiting until the last minute
- Not proofreading
- Not asking questions if you need clarification
- Not being clear on how your project will meet the need
- Not meeting deadlines

So now it’s time to apply!

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Progress Reports

Final Report

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Ripple Effects

Overall Tips

LOOK FOR LEARNING OPPORTUNITIES

FOLLOW THE PROCESS

STAY POSITIVE

NETWORK

DIVE IN!

Q & A

Learn from library leaders around the world

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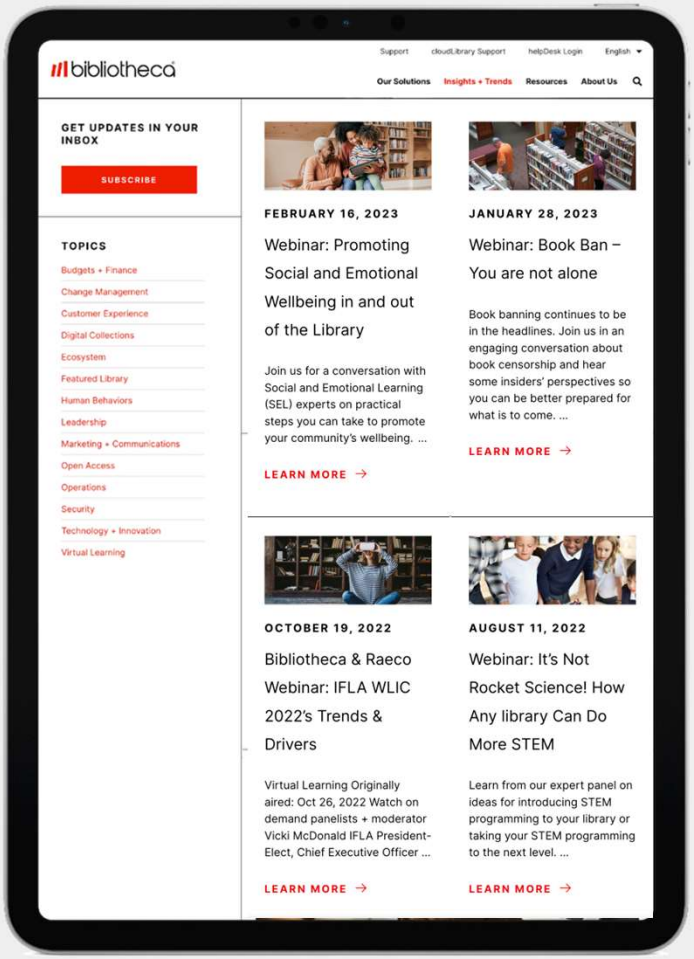
“This was great. I learned a lot, especially about what more I need to learn. The presentation was clear, precise, and at a great level of understanding. Thank you.”

Webinar attendee, 2022



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THANK YOU

Thank you.

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