

The Basics of Grant Writing

- Start with the outcomes- who are you writing this for? What are you doing? What is the result?
- Follow all proposal guidelines/directions
- Call the funder for more feedback
- Check www.foundationcenter.org for a list of national and Indiana grant makers and contact information- can connect to this at any library & view sample proposals (check out who these awarded projects thank on their website)
- Create a calendar of grants with opening and closing dates
- Make sure your proposal can serve as a model for other programs
- Check out who/what has been funded recently
- What is the average grant award?
- Send newsletter to community foundation and annual report
- Make your proposal positive- take funding to the next level
- Complete a case statement for each proposal...
- Board of trustees should contribute to the organization
- Size of reserves?? Important as budget is examined
- Thank all funders

Requesting grants from foundations with living donors

- Understand the donor's major interests
- Discover how the donor's business interests may intersect with the mission of your nonprofit
- Try to obtain an introduction from someone connected to the donor
- Show that your work involves collaboration with other groups and reduces costs
- Be completely straightforward about both success and failure
- If the adviser says no, move on. If you persist, you will alienate the donor.
- Never send a generic proposal that is broadcast to all possible funders.
- Don't pretend that your concept is original if it isn't.
- Avoid guilt-tripping
- Do the work to develop the relationship with the adviser and the donor; don't expect them to come to you.
- Don't take rejection personally.

New USAID program to fund multidisciplinary studies

Over the next five years, the U.S. Agency for International Development (USAID) will make \$100-million in grants for multidisciplinary partnerships to study the problems of the developing world.

- How can universities work with USAID to achieve a better understanding of the problems that face the developing world?
- What supporting evidence can the universities provide?
- How can future trends be identified accurately?

Mistakes to avoid in needs statements

- Don't make it long and rambling
- Don't discuss more problems and issues than you are likely to be able to address
- Don't consist of all statistics or all emotion, rather than a mixture of both
- Don't present lots of data and statistics that are not solid and clearly defensible
- Use graphs, charts, or tables (if allowed) to strengthen your point, not merely words
- Reference experts in the field, not just your organization
- Make sure each section of the proposal is tied into the successive one

Letters of commitment

- You must include a letter of commitment from the partner organization that clearly specify what activities the partner will engage in on behalf of the project - not just say they think the project is a good idea.
- When more than one partner will be involved in your project, make sure each of their letters describes their involvement uniquely. If letters are **identical**, or very similar, they'll destroy the impact they're intended to make.