GRANT PROPOSAL BASICS

A planned, well-written proposal can be developed by anyone interested in a special project or program. It takes commitment from the individual and the ability to follow a few basic steps. As outlined below, the staff of the Office of Grants and Contracts will do a major part of the writing and formalizing of the proposal. The Applicant (you) will provide the technical information, expertise, and draft of the proposal. If you have an idea or special project that cannot be funded as part of the regular College budget, bring the idea to the Office of Grants and Contracts and we will guide you through the process.

Once you have an idea, a funding source will be located. A copy of the application guidelines from the selected funding source will be forwarded to you. The information listed below will be completed to submit your proposal to the funding source. Grants and Contracts staff will develop a timeline to ensure completion of the proposal in a timely manner. Deadlines are critical. Funding sources do not accept late proposals.

**A Cover Letter** - highlights the features of the proposal, the amount requested, how the funding will be used, and why you selected the funding source. (This is the last step of the proposal, but the first impression to the funding source.) Grants and Contracts staff will write this section.

**Table of Contents** - lists everything in the proposal with page numbers following the funding source's guidelines. (Next to last step in the process, but vital.) Grants and Contracts staff will write this section.

**Executive Summary** - describes the problem, plan of action, anticipated outcomes, and cost; usually 2-3 paragraphs. (Third to last step in the process, but first introduction to the proposal narrative.) Grants and Contracts staff will write this section.

**Introduction to Your Organization** - describes the institution and program area with enough background to establish the viability of the institution and its ability to complete the proposed project. (First item in the narrative.) Grants and Contracts staff will write this section.

**Statement of Need** - states the need for this project clearly and simply in terms of students and student success. Narrows the scope of the project to that which is attainable within the project timeline, budget, and other funding guidelines. Includes statistics and an overview of current literature or studies, which support the need. (One of the four critical issues of the narrative. Without this there is no proposal.) Drafted by you; refined and finalized by the Grants and Contracts staff.

**Goals and Objectives** - states exactly what you hope to accomplish. (Of course you want to solve the problem, but what are the measurable objectives?) Clearly stated, measurable objectives provide the basis for evaluation. (Part two of the critical issues.) Written by you; refined and finalized by the Grants and Contracts staff.

**Plan of Action** - lists the methods and actions to be undertaken to accomplish the objectives in a timely matter and solve the problem or meet the need. (Part three of the critical issues.) Written by you; refined and finalized by the Grants and Contracts staff.

**Evaluation** - states the criteria and procedures for determining how effectively the proposed Plan of Action achieves the Goals and Objectives to meet the Need. (Part four of the critical issues.) Written by you; refined and finalized by the Grants and Contracts staff.

**Budget** - essential to requesting funding for the proposal. The budget must be realistic in terms of the proposed project and College guidelines. Complete the numbers or information for each section of the budget. Grants and Contracts staff will then work with you to complete the figures and finalize the proposed budget.

**Personnel** - Determine the personnel needs for the project and the amount of time each individual will spend on the project. Prepare job descriptions for each position requested. (Specific dollar amounts for salary and fringe will be developed from this projection with Grants and Contracts staff.)

**Travel** - list any anticipated travel for local, regional, or national conferences, and associated travel to meet project objectives.
**Supplies** - list special supplies, manuals, textbooks, etc., which will be needed for the project, including approximate costs.

**Equipment** - list specialized equipment or software that is required to complete the project, including approximate costs. Some grants do not allow equipment purchases; read proposal guidelines carefully.

**Special Expenditures** - list additional costs unique to this project such as student stipends, tuition and fees, books, participant travel, etc.

**Communication** - estimate the amount of copy work, postage, long-distance telephone usage, out-source printing, etc. that will be needed to meet the project objectives.

**Future Funding Plans** - describes how the College will incorporate the program into the College budget and programming; or describes it as a short-term project to meet a specific need.

**Appendix** - includes all necessary materials that support and add to the project proposal including resumes of principal staff that will implement the project, letters of support from agencies that will benefit from the project, curriculum outlines, etc. Grants and Contracts staff will assist you in determining the materials needed to be included in the Appendix and the acquisition of these materials.