

WRITING A GRANT PROPOSAL AND APPLYING FOR A FEDERAL GRANT

Excerpt from Summer 2009 Succeed a Newsletter by Grants.gov

Applying for a grant is hard work and it's never guaranteed you will be awarded a grant. There are generally strict guidelines that must be followed to apply for discretionary federal grants. These application guidelines vary among federal agencies and opportunities.

Discretionary grants posted on Grants.gov are highly competitive. A sure disqualifier for your application is to not include all that is asked for by the grantor agency. There may be many applications submitted to a single opportunity and those with the best chance of funding will include exactly what is requested by the grantor agency presented in clear, simple language.

Research, sufficient planning and preparation is key to ensure you are able to provide all that is required to apply for a particular funding opportunity. Research is critical to every proposal and determines its overall quality.

Need/Significance of Project

Researching the relevance and need for your project and having supporting information to justify federal funding is the first step to writing a clear and simple proposal.

Quality of Project Design

The quality of your project design will rely heavily on the research you have done to create it. A good project design typically fulfills the requirements and presents a clear methodology of how the project will be executed in a justifiable way. This is a major portion of the proposal and should be well thought out.

Adequacy of Resources

The budget should be adequate to fulfill the requirements of the proposed project. During your research you will need to determine the overall cost to achieve your project. Budgets that seem insufficient to achieve the project may be rejected, just as budgets that seem superfluous may not be funded.

Quality of Project Personnel

Subject knowledge and expertise is extremely important and should be demonstrated by the quality of the project personnel listed. Presenting high quality personnel helps to establish your credibility and ability to complete the project.

Quality of Project Evaluation

You should also describe in a clear way how you intend to evaluate the success of your project. Your project evaluation method is just as important as the project being proposed and is used to measure success of the project and achievement of objectives.

Quality of Proposed Services

The need for a project, quality of design, adequacy of resources, quality of personnel, and evaluation methods may all be impeccable; but the actual services and benefits delivered to the intended participants must also be presented in a meaningful way.

The lack of any of the mentioned proposal elements may lead to the rejection of your application and proposal.

REMEMBER TO: Research, plan and prepare a proposal that addresses the:

Need for project - Significance of project - Quality of project design - Adequacy of resources (budget) - Quality of project personnel - Quality of project evaluation - Quality of project services

As always, if you have questions about applying for a particular funding opportunity, contact the Agency Point of Contact (POC) listed on the synopsis of the funding opportunity or on the application package cover page.