Grantsmanship Seminar
Grants 101
Prepared for Temple University

AGENDA

- Grants 101

- Grant Writing 101

- Budgets

- Q&A

GRANTS 101

Who makes grants?

Why do they make grants?

What are RFPs, RFAs, and program announcements?

How do I decide whether or not to apply?

HANOVER
R E S E A R C H

WHO MAKES GRANTS?

- Federal agencies
- State and local government agencies
- National, regional, local, family, community, and corporate foundations
- Professional or industry associations
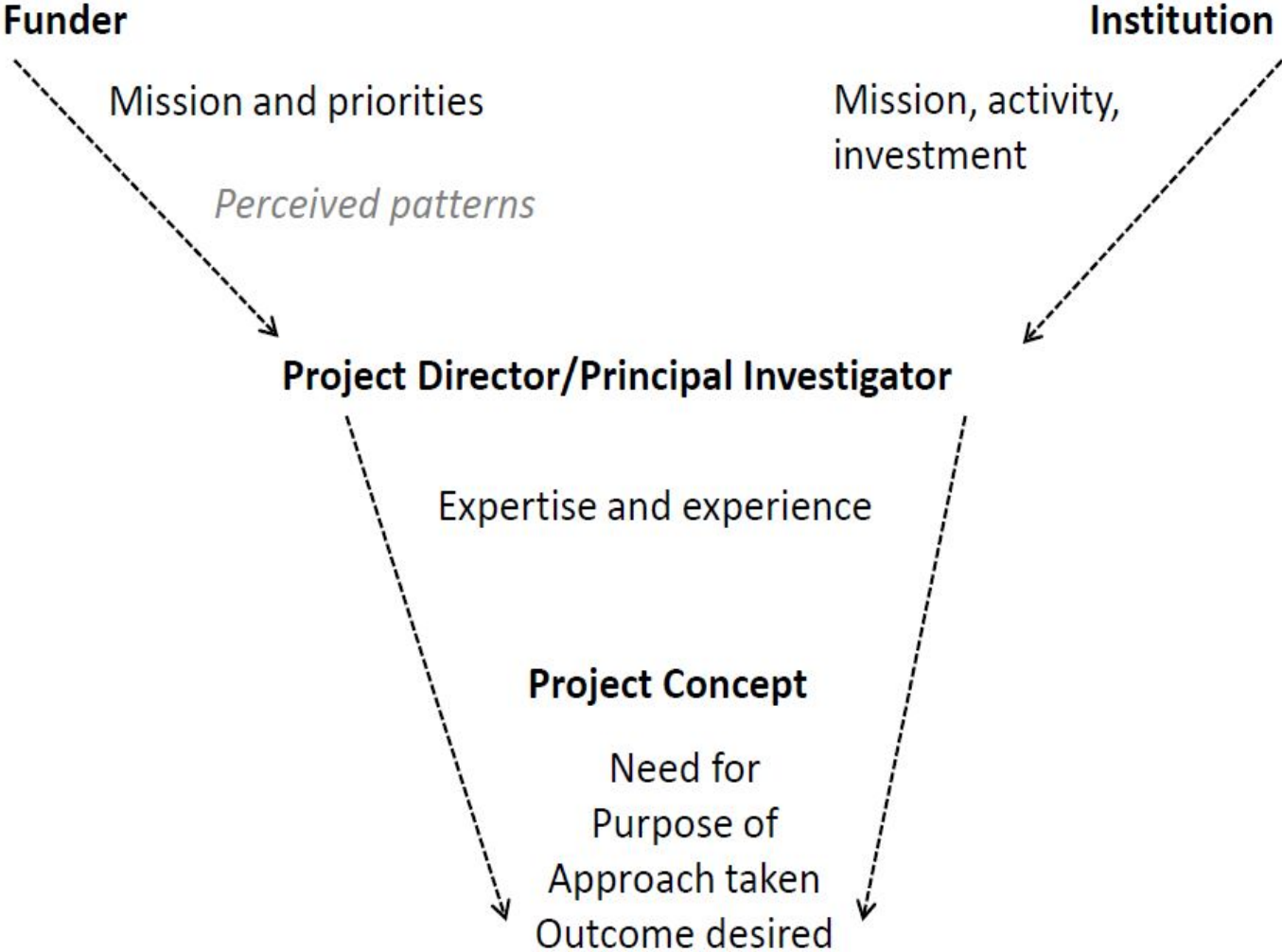- Businesses and companies

WHY DO THEY MAKE GRANTS?

- Local / Regional / National / Global Need
- Promote Change & Improvement
- Philanthropic Investment
- Preferred Tax Status
- Public Recognition

In summary, they are attempting to address
priorities they have identified or
their own goals and interests.

WHOSE AGENDA IS THIS ANYWAY?

Funder

Mission and priorities

Perceived patterns

Institution

Mission, activity, investment

Project Director/Principal Investigator

Expertise and experience

Project Concept

Need for
Purpose of
Approach taken
Outcome desired

Prospecting - Basic Vocabulary

- Grant versus gift
- Solicitation (RFP, RFR, FOA, BAA, PA, RFQ, etc.)
- Solicited vs. Non-solicited

- Types of Awards
    - Grant
    - Cooperative Agreement
    - Renewable vs. Non-renewable
    - Contract
    - Subcontract
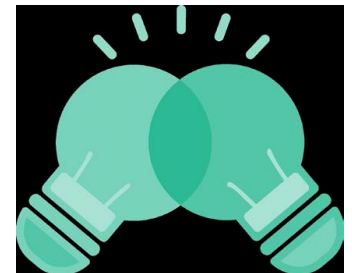
Where to Look for Opportunities

- Grants.gov
  - Federal Agency Website
  - Professional Associations
  - Acknowledgements in relevant papers, reports, presentations
  - Ask – collaborators, conference presenters
  - Institutional Grant Offices and libraries
  - National websites of large industries or retailers in your state/region
- Subscription Services
  - Grant opportunity databases (COS PIVOT, InfoED; Foundation Center, etc.

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RESEARCH

Tips for Searching

- Create a research agenda profile that includes search terms and limiters
- Look for eliminators first (eligibility, deadlines, etc.)
- Be proactive – search for possibilities and keep a calendar of times when they are usually due.
- Discuss potential for subcontracts with colleagues who are funded and/or applying (Grants beget grants!)
- Collaborate – divide and conquer!

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R E S E A R C H

RFPs, RFAs & PROGRAM ANNOUNCEMENTS

- Requests for Proposals
- Requests for Applications
- Program Announcements
- Solicitations

These documents set the parameters for grant competitions.

RFPs, RFAs & PROGRAM ANNOUNCEMENTS
Key Elements

- Eligibility
    - Type of Awardee
    - Geographic Limitations
- Funding Amount
- Project Period
- Program Goals / Metrics
- Submission Instructions
- Budget Stipulations
- Additional Resources
    - Grant manuals
    - Application packages
    - Links to online submission tools
    - Links to previous awards databases
    - References cited
    - Points of contact

Interactive Demonstration

Search Grants.gov

Example of Program Solicitation: Humanities Initiatives at Community Colleges

Application Package: READ THE INSTRUCTIONS!!!

SHOULD I APPLY?

- Am I eligible?
- Do I have or can I conceive of a project that fits the parameters?
- Do I have the bandwidth to develop a proposal under the deadline and implement the project?
- Can I address all the required elements or bring in partners who can fill blanks?
- Would I be excited to execute the grant if I got the funding?
- Might the grant serve as a stepping stone to bigger/better grants in the future?

Am I Ready? - Transitioning to External Funding

- Do I have the time to complete the project and the project management requirements (i.e. reporting, meetings, budget tracking, etc.)

- Do I have preliminary data or have I sufficiently developed a concept using internal funding such that I am ready to expand?

- Do I have a plan to include students, partners, and collaborators?

- Is there internal support for my project?

- Is the timing right? Do I anticipate any extended leave or issues that might take me away from my work during the term of a grant if awarded (i.e. other projects, travel, etc.)?

Overview of Key Humanities Funders

Key Funders – Be Creative and Use Resources

Search Sponsored Program Websites

Network – Speak with Colleagues at Temple and Beyond

Ask Presenters at Conferences About Their Funding Success

Collaborate – Partnerships expand opportunities! Be creative. Consider interdisciplinary opportunities.

Key Humanities Funders

- [Sponsored Program Websites](#)

- [Networking Resources](#)

- [HumanitiesIndicators.Org](#)

- Do Your Homework! – [State of Humanities: Higher Education 2015](#)

- Know the Funding Landscape - [Federal Funding for Humanities](#); [Be An Advocate for the Humanities](#); [Funding is Limited](#)

- [Beyond NEH and NEA](#)

GRANT WRITING 101

How do I write a competitive proposal?

What are SMART outcomes and objectives?

What goes in my Budget and Budget Narrative?

What other tips and suggestions may help?

FIRST STEPS

- Review <u>all</u> instructions and deadlines
- Review applicant criteria to ensure eligibility
- Identify the grantmaker's central goal(s)
- Clarify submission process and method

Develop…

- **Checklist** of all required proposal elements
- **Timeline** for proposal development
- **Narrative Outline** based on the scoring rubric or key section headings (may include character-, word-, or page-limits)

WRITING THE NARRATIVE

- Imagine that you already have the grant money
- Describe precisely how the money will be spent
    - Who
    - What
    - When
    - Where
    - Why
- Every sentence should relate to your project
- Third-person future is preferred ("FVSU will…")
- Show alignment with grantmaker goal(s)
- Articulate the impact of the project concretely
- Details, details, details!!

S.M.A.R.T. FRAMEWORK

GRANT BUDGETS

- Typical *Budget* lines include:
    - Personnel
    - Fringe Benefits (standard rates)
    - Travel
    - Equipment (durable, long-lasting)
    - Supplies (expendable, short-term)
    - Contractual
    - Construction
    - Indirect Costs (note limitations)
    - Other

- Provide as much clarity as space/format allows:
    - Opaque:

    Program Director: $75,000
    - Transparent:

    Program Director: 50% FTE @ $50,000/yr x 3 yrs = $75,000

GRANT BUDGET NARRATIVE

AKA "Budget Justification"

- Show a clear method of calculation for each item
- Link each item back to grant activities and the grantmaker goal(s)

Opaque

The University will subcontract with a program evaluation company. Funding is requested at $25,000.

Transparent

The University will contract with an independent professional evaluation service to conduct a rigorous program evaluation to verify impact and results as outlined in the Evaluation plan (Narrative page 15). This cost is estimated at an hourly rate of $100 and includes 200 hours of work plus $5,000 in travel costs associated with two site visits during the grant term. Total requested: $25,000.
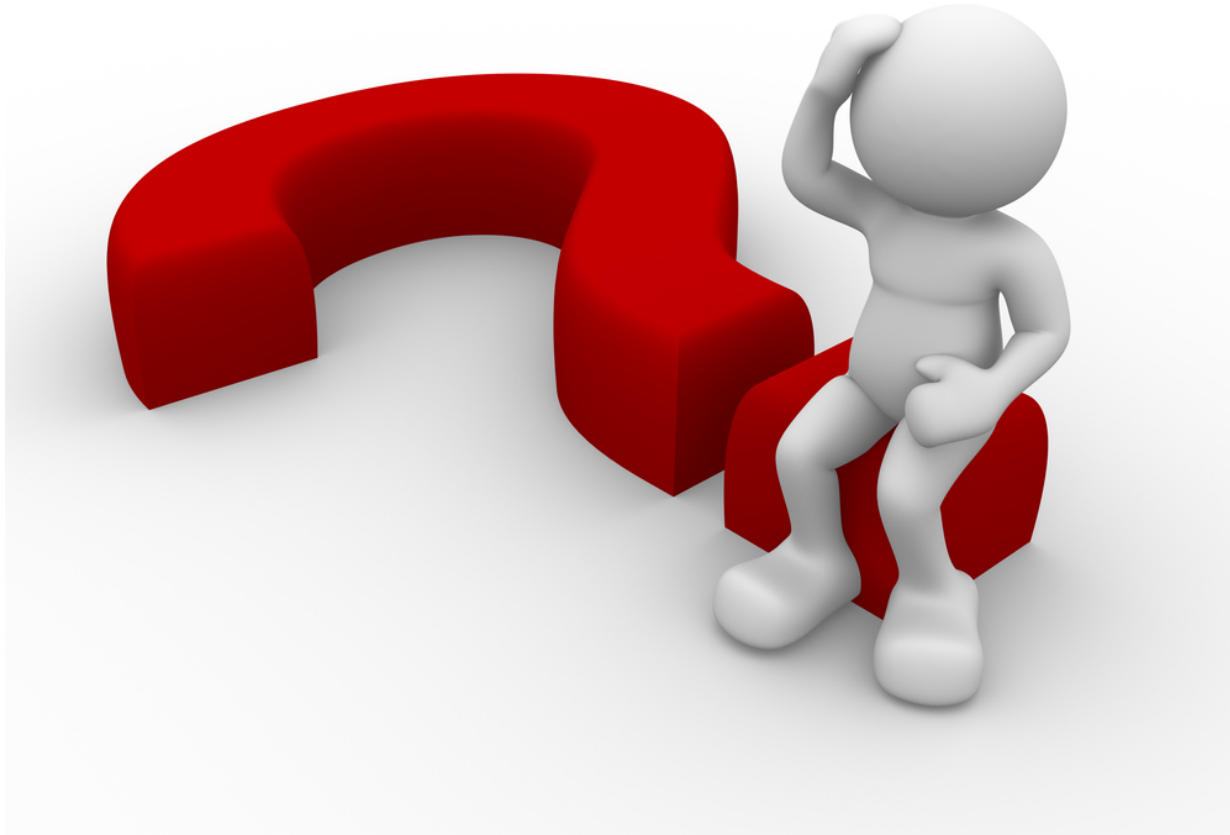
Insert Budget Activity- Placeholder

TIPS & SUGGESTIONS

- Write the *Abstract/Executive Summary* last

- Build the *Budget* as you go

- Less is not more

- Repetition can help to emphasize keys points

- Start grant submission process early

- Don't be shy of talking with Program Officers

- Consider your audience and the review process
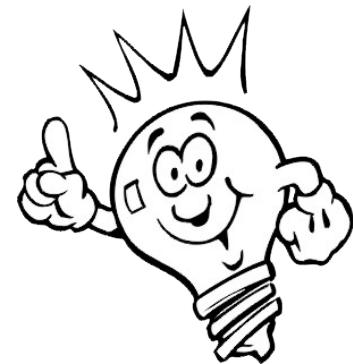
QUESTIONS

Jacklyn Sutcivni

Grants Consultant

Jackie's career as a grant writer spans a broad range of disciplines. Since 2000, she has helped institutions of higher education, healthcare agencies, not-for-profit organizations, and governmental entities obtain more than $50 million in grant funding. A former research assistant, healthcare professional, public administrator, staff grant writer for higher education, and small business owner, Jackie brings a range of skills and experience to every engagement. Specializing in federal grant submissions, her expertise in federal grant program design, implementation, and management are immediately evident. She is especially skilled in advancing initiatives through the development of multi-partner and consortium grant proposals and balancing faculty and administrative perspectives.

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