

Grant Writing Project – Homework Steps

<http://blogs.umass.edu/stocksch382-jgerber/grant-project/>

1. **Begin with a big hairy audacious idea!** These don't just spring fully formed from the mind of Zeus, but evolve over time. It is a good idea to work with a group of people with common values and good inter-group communication skills. Your idea will necessarily be influenced by the potential funder!
2. **Identify a few potential funding agencies.** See: https://stockbridge.cns.umass.edu/grants_scholarships
3. **Decide upon a grant agency** – Submit a description of the agency requirements for the grant.
4. **Research the agency** – learn as much as you can about the granting agency including:
 - Their mission
 - Their grant priorities
 - Previous grants that have been awarded
 - The specific guidelines for their grant or gift program
5. **Going Fishing** - Write a professional letter introducing your big hairy audacious idea to a potential funder.
6. **Finalize the purpose of your grant proposal and justification** – provide a title, one paragraph on the concept, and a bulleted list of why it is important. This list is the first step toward writing your “statement of need” (see # 7 below).
7. **Start writing** - Get some ideas on paper as soon as possible. You will change them later, but writing will force you to begin getting specific. Each of these sections will be peer reviewed in class and compiled at the end of the semester into a final document. The specific sections of the grant will be:
 - A statement of need (the problem you will solve)
 - Goal and objectives (what you will achieve)
 - Project activities (how you will do it)
 - Executive Summary (a redraft of your “fishing” letter)

Other sections of a typical grant proposal (which we will not write in class) are:

- Proposed Budget
 - Evaluation
 - Outreach Plan (dissemination of results)
 - Description of your organization, previous grants etc.
8. **Compile all of the sections into a single document and submit it for review and feedback by the end of the semester.**

Create a "logic model"

