BRINGS YOU:
RESOURCES FOR GRANT WRITING
KEY COMPONENTS FOR SUCCESS

BOOKS ON WRITING, IN GENERAL
- *On Writing Well* by William K. Zinsser
- *On Writing* by Stephen King
- *Bird by Bird* by Annie LaMott
- *Elements of Style* by Strunk & White (yes, the same one from high school/college composition classes)

GRANT WRITING BOOKS
- *Getting Funded: The Complete Guide to Writing Grant Proposals (5th ed.)* by Mary Hall & Susan Howlett
- *Winning Grants Step by Step (3rd ed.)* by Mim Carlson and Tori O'Neal McElrath
- *The Only Grant-Writing Book You'll Ever need (2nd ed.)* by Ellen Karsh and Arlen Sue Fox
- *Prepare for the GPC Exam: Earn Your Grant Professional Credential* by Danny W. Blitch, Kimberly Hays de Muga, and Leslie Mitchell
- *Storytelling for Grantseekers* by Cheryl A. Clarke
- *Grant Proposal Makeover* by Cheryl A. Clarke and Susan P. Fox

NEEDS STATEMENT QUESTION EXAMPLES
Most grant proposals have a needs/problem statement section, but how a funder asks you to describe your community's needs will differ from funder to funder. Before starting to write, or even collecting your data, it is important to understand what information the funder wants.

Here are a few recent examples of needs statement questions posed by various funders.

(1) Substance Abuse and Mental Health Services Administration Grant

Section A, subsection 1
Identify and describe your population of focus (underserved and under-resourced children, adolescents, and their families who have experienced trauma and traumatic events) and the geographic catchment area where services will be delivered. Provide a demographic profile of your population of focus in terms of race, ethnicity, federally recognized tribe (if applicable), language, sex, gender identity, sexual orientation, age, and socioeconomic status.

Section A, subsection 2
Describe the extent of the need to provide and increase access to effective trauma-focused treatment and services systems in your community for children, adolescents and their families who experienced trauma and traumatic events. Include service gaps, disparities, and document the extent of the need (i.e., current prevalence rates or incidence data) for the population(s) of focus identified in your response to A.1 as it relates to the program. Identify the source of the data.

(2) City of Knoxville, Tennessee Grant

Provide the following information about your clients based on your most recent data. Information current as of (date) _____.

RESIDENCE OF CLIENTS SERVED
NUMBER
_____ City of Knoxville
_____ Knox County (outside city limits)
_____ Adjoining counties
_____ TOTAL

(3) Healthcare Georgia Foundation

What is the need/rationale for the proposed project? Fully describe the target population for this request and include demographic data such as the geography/region targeted, and race/ethnicity, age, health status, and health insurance coverage of the target population. Define the current magnitude of the problem and how this target population is affected by health disparities. Identify any barriers and/or gaps in current health services specific to your local community. You may want to review the 2021 County Health Rankings and Roadmaps data at http://www.countyhealthrankings.org or U.S. Census Data as resources.

DATA RESOURCES FOR NEEDS STATEMENTS

- Demographic and Socioeconomic Data
  - Census bureau – www.census.gov
    - Learn how to navigate the website by watching videos, webinars, and tutorials here: https://www.census.gov/data/academy.html
    - Find tables, maps, and do more exploration here: https://data.census.gov/
  - Annie E. Casey Foundation
    - www.aecf.org
    - www.aecf.org/kidscount
  - State departments of community and economic development in Georgia:
    - https://www.georgia.org/
    - https://www.dca.ga.gov/
  - National Association of Counties (NACo) – www.naco.org
    - Each state also has its own association, in Georgia: https://www.accg.org/
  - National League of Cities (NLC) – https://www.nlc.org/
    - Each state has its own association, in Texas: https://www.gacities.com

- Educational and Institutional Data
  - National Student Clearinghouse Research Center – www.studentclearinghouse.org
  - National Science Foundation – www.nsf.gov/statistics
  - Community College Survey – www.ccsse.org
  - Dropout rates
    - www.childtrends.org
    - www.dosomething.org

- Educational Data (IHEs)
  - Higher Education – www.higheredinfo.org
  - State higher education commissions, in Georgia - https://gnpec.georgia.gov/
  - State Higher Education Executive Officers Association – www.sheeo.org

- Educational Data (K12)
  - National Center for educational statistics
    - Quick tables – http://nces.ed.gov/quicktables
    - Fast facts – https://nces.ed.gov/fastfacts/

- Workforce Data
  - Bureau of Labor Statistics – www.bls.gov
  - Bureau of Economic Analysis – www.bea.gov
  - Individual State Departments of Labor, in Georgia – https://dol.georgia.gov/
  - US Department of Labor Regional Links – www.doleta.gov/regions
  - Health workforce information center – www.innovations.ahrq.gov; the agency for healthcare research and quality

- Literacy, Health, and Crime
  - Adult education – LINCS https://lincs.ed.gov
  - Reading is Fundamental – www.rif.org
  - CDC – www.cdc.gov
  - Association of State and Territorial Health Officials – www.astho.org
  - Individual State Departments of Health, in Georgia - https://dph.georgia.gov/
  - Bureau of Justice Statistics – www.bjs.gov

- Evidence-Based Best Practicies
  - Noodle Tools – www.noodletools.com
  - US Government Open Data – www.data.gov
  - Education Resources Information Center – www.eric.ed.gov
  - What Works Clearinghouse – https://ies.ed.gov/ncee/wwc/
  - Tiered-Evidence Grants – www.gao.gov/products/GAO-16-818
  - www.usafacts.org – takes data from 77 governmental sites and shows how grant money helps the people it serves
  - www.usaspending.gov – the official open data source of federal spending information, including information about federal awards such as contracts, grants, and loans

CITATION RESOURCES

If it has been a minute since you wrote a research paper or journal article, it can be difficult to remember all the rules when following APA, MLA, or other citation and format styles. Some grant funders require you to follow a specific style, and if so, will explain in their Notice of Funding Opportunity (NOFO) or funder guidelines. If the funder does not dictate how you share your research, it is up to you to pick a style. In that case, choose a format and be consistent. Please note: If no style is selected, you do not have to follow a formal format. Instead, you can share your research like this: According to the Georgia Department of Labor, INSERT FACTS HERE. Or according to the Surgeon General, INSERT QUOTE HERE.

To help you in your formal citation and formatting requirements while writing, check out these FREE and HELPFUL resources:

(1) Purdue University Online Writing Lab (OWL) - https://owl.purdue.edu/owl/research_and_citation/resources.html

This website is a fantastic way to start. They share information and examples on how to conduct research, use said research, and follow specific styles (MLA, APA, Chicago, etc.). Don't know how to format your reference page? They have examples for every data source. Don't know how to write an in-text citation? They have examples for that too. This is a great go to for anyone who has forgotten all the formatting rules when following a specific style guide.

(2) The Citation Machine - https://www.citationmachine.net/ AND Easy Bib - http://www.easybib.com

Both websites operate similarly. You can plug in your data source (journal article, website, etc.), select your style (APA, MLA, etc.), and it will spit out the correct way to list the source on your reference page.

(3) Grammarly – https://www.grammarly.com/citations

Grammarly also has a free citation generator, like the two sites listed above.

GOALS AND OBJECTIVES EXAMPLES

Many grant proposals require you to write goals and objectives for your program. Here is a definition of each, as well as a few examples. To see more, check out this resource: https://www.haasjr.org/grants/for-current-grantees/sample-objectives

GOALS – Long-term, broad impact, overarching statement; may not be achievable.

OBJECTIVES – Concrete achievements; step by step statements; expect to achieve. Objectives should be SMART – specific, measurable, achievable, realistic, and timebound.

EXAMPLES:

Goal: Create a smoke-free community.

Objective: By the conclusion of the 6-week "Smoking Cessation Program" 72% of 50 participants will self-report that they have stopped smoking.

Objective: Twenty-five percent of 50 participants completing the 6-week "Smoking Cessation Program" will be smoke-free for at least one year as measured through self-reporting and interviews with household members.

Goal: Eliminate crime in Grant City.

Objective: Suspicious activity/petty crime reports from concerned citizens living in communities where community affairs officers have distributed Neighborhood Watch safety program educational materials will increase by 100% over the previous 12-month reporting period, during which there were 23 reports filed. This will be measured by case reports filed by the community affairs officers and tracked in the XYZ data system.

Objective: Arrest and conviction rates for property crimes will increase by 25% or more in communities where Neighborhood Watch safety program educational materials have been distributed. Police and court records will be used to compare arrest/conviction rates in the 12 months prior to and following distribution of these materials.

Goal: 100% graduation rate for Grant County School System.

Objective: Eighty percent of 1,315 students in the classrooms of middle school teachers will respond appropriately to the teacher's first behavioral warning. Daily incident logs from the 2023-2024 academic year will be used to measure progress.

Objective: By the end of the 2023-2024 academic year, 72% of Grant Middle School's students (946 of 1,315) will pass end of year testing in Math with a score of 3 (out of 5) or higher. This will be measured by test scores provided by the ABC testing system.

PROGRAM DESCRIPTION QUESTION EXAMPLES

Most grant proposals have a program description section, but how a funder asks you to describe your planned activities will differ from funder to funder. Before starting to write, it is important to understand what information the funder wants. It may require a few teaks of your program OR a decision by your organization that the grant is not the right fit for your organization.

Here are a few recent examples of program description questions posed by various funders.

(1) Department of Justice Body-worn Camera Policy and Implementation Program to Support Law Enforcement Agencies
(Category 1 – Site-based Awards to Law Enforcement Agencies; Category 2 – Site-based Awards to State Correctional Agencies; Category 3 – Digital Evidence Management and Integration Demonstration Project; Category 4 – Optimizing BWC Footage in Prosecutors' Offices Demonstration Projects; Category 5 – Using BWC Footage for Training and Constitutional Policing Demonstration Projects)

Project Design and Implementation
For Categories 1 and 2, the Project Design and Implementation section should address how the program will address the needs identified in the Description of the Issue and address the following activities:

- Describe the implementation plan for achieving the objectives of BWCPIP.
- Describe specifically how the project will accomplish its expected outcomes by providing objectives and performance measures for the project.
- Demonstrate partnerships with allied criminal justice agencies likely to be impacted by BWC use and digital evidence media (DEM).
- Demonstrate plans to work with the local community to provide education and seek feedback on the community's needs and concerns regarding BWC implementation.
- Identify methods to develop policies and tracking mechanisms that include the applicant's legal responsibilities as they pertain to the Freedom of Information Act such as state or local statutes and regulations pertaining to storage, retention, redaction, and deletion of DEM, as well as privacy policies addressing BWC issues involving civil rights and domestic violence, juvenile rights, and other victim groups' rights.

For Categories 3, 4, and 5, the Project Design and Implementation section should address how the project will address the needs identified in the Description of the Issue and address the following activities:

- Describe the agency's current BWC program and operations.
- Describe how the proposed demonstration project will expand on those efforts and how it is likely to improve internal operations and outcomes.
- Describe how the operations' improvements will be assessed and measured.
- Explain how the project's implementation will be documented (e.g., lessons learned) and how such documentation will be available to interested parties after the project's completion.
- Provide a clear commitment and plan for working with the TTA provider to document and share lessons learned, promising practices, and project challenges.

(2) Zeist Foundation

PURPOSE OF GRANT (750 words)
Please address the following:
- How will you support the aspirations and build on the assets of children & youth while helping them address the challenges they face.
- The population served by this grant, including demographics, geography, and number served.
- Organization's objectives, and briefly describe how this grant would support them.
- Timetable for implementation (only for a project or capital requests)

(3) Texas Health and Human Services Grant for Legal Assistance, Benefits Counseling Services, and Training

Narrative Proposal
Applicants should identify all proposed tasks to be performed (including all Project activities) during the Project Period in Form C (Narrative Proposal). Applicant must provide a response to the following components in Form C (Narrative Proposal):

a. Executive Summary, which includes the following items:
   1. The Respondent's mission and purpose and explain how it aligns with the purpose and goal of the LABCST Project;
   2. Explain the experience and capacity the Respondent has in providing services and managing projects similar to the LABCST Project; and
   3. Provide a high-level overview of the Respondent's approach to meeting the Project requirements of this RFA. The overview must demonstrate an understanding of the goals and focus of the Project as described in Section II, Scope of Grant Project of this RFA and in compliance with the RFA.

b. Project Work Plan, including the proposed composition and structure for each of the following response parts:
   1. Composition and Structure of the Project, Part 1, which must address the Eligible Population, SHIP Training, MIPPA Training, Legal Assistance Title III B Training Requirements, Training Platform and Coordination for all training, Benefits Counselor Certification and Outreach;
   2. Composition and Structure of the Project, Part 2, which must address the toll-free hotline requirements for Client Assistance, and toll-free hotline requirements for Consultations with AAA staff and ADRC staff; and

3. Composition and Structure of the Project, Part 3, which must address the Quality Assurance, Training Resources, and Meeting Representation requirements.

c. Operational Requirements, which encompass the following:
   1. Key Personnel and Organizational Requirements;
   2. Staff Development;
   3. Plan of Operation;
   4. Disaster Recovery and Business Continuity Plan;
   5. Transition Plan; and
   6. Turnover Plan.

EVALUATION RESOURCES
- A Guide to Writing a Program Evaluation Plan - https://www.ruralcenter.org/sites/default/files/Evaluation_Plan_Guide_Allied.pdf
- How to Write the Evaluation Section of Your Grant Proposal - https://www.liveabout.com/grant-proposal-evaluation-section-2501961

OTHER RESCOURSES FOR GRANT ATTACHMENTS
- W. K. Kellogg Foundation's Logic Model Development Guide - https://www.betterevaluation.org/sites/default/files/2021-11/Kellogg_Foundation_Logic_Model_Guide.pdf
- How to Write a Convincing Letter of Support for Grant - https://fourwaves.com/blog/letter-of-support-grant/

For more helpful resources and tips about all things grant-related, please subscribe to the HayDay Hot Takes Newsletter: https://haydayservices.com/#newsletter-subscribe.