

AN INTRODUCTION TO GRANT WRITING TUTORIAL TOOLKIT

This toolkit was made to help you train a group of people. You can either go through the tutorial as a group by viewing it online or you can download the PDF version of the tutorial. Both options are available on the Mary Amelia Women's Center website at <http://womenshealth.tulane.edu/pages/detail/65/tutorials>.

In addition to going through the tutorial, you can use the items in this toolkit to make the training more interactive. If you would like additional materials, or if you have questions, please email mac@tulane.edu.

Highlights:

- This tutorial gives an introduction to writing grant proposals. It explains what a Request for Proposal (RFP) is and why it is important to follow the instructions in it carefully. Then it goes through the different sections of a grant proposal, including the proposal summary, organization description, problem statement, project objectives, method or design, timeline, evaluation, and budget. It gives examples throughout.

Learning Objectives:

- By the end of this tutorial you will
 - Understand the importance of reading and closely following a Request for Proposal (RFP)
 - Be able to identify the basic sections of a grant proposal and what they entail

Duration:

- 41 PowerPoint slides
- Approximately 20 minutes

Chapters:

- Introduction to Request for Proposals
- Explanation of the sections of a grant proposal

In this toolkit, you will find:

- References
- Review Questions
- Answer Sheets
- Additional Activities

References

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Review Questions for *An Introduction to Grant Writing Tutorial*

Name: _____

Date: _____

Please circle the correct answer:

1. The instructions in the RFP conflict with the grant writing resource you are utilizing. What should you do?

- A. Follow the instructions in your grant writing resource
- B. Follow the instructions in the RFP
- C. Follow only the instructions in the RFP that seem important and ignore others in the RFP
- D. Follow only the instructions in your grant writing resource that seem important

2. True or False: The introduction of the organization should include personal details of every staff member, whether or not they will be working on the project.

- A. True
- B. False

3. When writing objectives, what does SMART stand for?

- A. Specific, Measurable, Achievable, Realistic, Time Bound
- B. Summarized, Measured, Attained, Real, True
- C. Soft, Methods, Action-based, Realistic, Time Based
- D. Specific, Methods, Action-based, Realistic, Time Bound

4. The project methods or design section includes:

- A. Estimated expenses of the project
- B. The long term plan for the project
- C. A detailed description of how the project will be carried out
- D. A plan to see if the project worked

5. True or false, the proposal summary is often the last part written but the first part reviewed:

- A. True
- B. False

Answer Sheet

1. The correct answer is B (Follow the instructions in the RFP).

Follow the instruction in the RFP. These need to be read thoroughly as these instructions are the ones that matter. All other grant writing help and format guidelines are only to add to these instructions, NOT replace them.

2. The correct answer is B (False).

Only pertinent information of those in charge of the organization and those who will be working on the project should be included.

3. The correct answer is A (Specific, Measurable, Achievable, Realistic, Time Bound).

Objectives should be specific, measurable, achievable, realistic, and time bound. They should be measurable results that will achieve what the program aims to accomplish.

4. The correct answer is C (A detailed description of how the project will be carried out).

The project methods or design section includes a detailed description of how the project will be carried out. It should fully describe the project and explain what and how will be done.

5. The correct answer is A (True).

The proposal summary should be written last in order to best describe the rest of the proposal. However it will be the first part reviewed and is often the only part reviewed before deciding whether to consider the project any further.

Additional Activities

Brainstorm three "process objectives" for breastfeeding education outreach.

- Possible answers:
 - Provide individual counseling to a minimum of 90% of the participants in the breastfeeding program within two months of their beginning the program.
 - Provide two educational outreach events within the first six months of the program beginning to provide educational resources to the target community and enlist further participants into the program.
 - Contact at least 90% of the program participants each month for the first 6 months of their beginning the program in order to assess need for further resources and provide needed support and education.

Create "outcome objectives" for breastfeeding support services proposals.

- Possible answers:
 - Maintain breastfeeding of participants to at least 85% after the first 6 months of their beginning the program.
 - Maintain breastfeeding of participants of at least 75% after the first year of their beginning the program.
 - Increase breastfeeding rates among African American mothers in the target population by at least 10% in the first 3 years.

Check out these local resources for grants:

- Aetna: <http://www.aetna-foundation.org/foundation/apply-for-a-grant/index.html>
- Arts Council of New Orleans: <http://www.artscouncilofneworleans.org/index.php?topic=grants.announce>
- Capital One: <http://www.capitalone.com/about/corporate-citizenship/community-involvement/>
- Foundation Center: <http://foundationcenter.org/findfunders/>
- Foundation for Louisiana: http://www.foundationforlouisiana.org/grants_programs/areas_of_investment/
- Funds for NGOs: <http://www.fundsforngos.org/>
- Greater New Orleans Foundation: <http://www.gnof.org/nonprofits/apply-for-a-grant/>
- Louisiana Association of Nonprofit Organizations: <http://www.lano.org/news/76522/Partnership-Brings-Free-Access-to-Funder-Database.htm>
- Louisiana Children's Trust Fund: <http://www.lctf.org/>
- Louisiana Department of Health and Hospitals: <http://new.dhh.louisiana.gov/index.cfm/newsroom/category/47>
- Neighborhood Partnership Network: http://www.npnnola.com/associations/organizations/find_by/service/19/grants-and-grant-assistance
- New Orleans Jazz & Heritage Festival and Foundation, Inc.: <http://www.communitypartnershipgrants.org/>
- The W.K. Kellogg Foundation: <http://www.wkkf.org/grants/for-grantseekers.aspx>
- Walmart: <http://www.walmartstores.com/CommunityGiving/8169.aspx>
- The Wellmark Foundation: <http://www.wellmark.com/foundation/>
- Womenshealth.gov (Department of Health and Human Services): <http://www.womenshealth.gov/about-us/funding-opportunities/>