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ADMINISTRATORS  
CONFERENCE

# Grantwriting

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# Steps to Successful Grants

- Determine the needs of the beneficiaries
- Carefully match your grant idea with an appropriate funding source
- Explicitly follow the applicant's guidelines
- Ensure a partnership approach
- Know who will be reading the proposal
- Consider a team approach to grant development
- Establish internal and external control mechanisms

# Reasons Grants Aren't Funded

- The organization does not meet our priorities
- The organization is not located in our geographic area of funding
- The proposal does not follow our prescribed format
- The proposal is poorly written and difficult to understand
- The proposal budget isn't within our funding range
- We don't know these people. Are they credible?
- There isn't a clear impact
- The plan of action exceeds the timeline
- We've allocated all the money for this funding cycle
- There is insufficient evidence the proposal will become self-sufficient after the grant

# Introduction

- **Descriptive Information – When, How and Why the organization was started.**
- **Organizational mission, goals and objectives.**
- **Honors received**
- **Previous funders**
- **Model Projects**
- **Credibility and ability**
- **Emphasis quantifiable data relevant to your organization**

# Problem or Need Statement

- **Must relate to the beneficiaries**
- **Clearly related to the mission**
- **Supported by statistical evidence**
- **Contains emotion**

# Example

**Clark County Unified School District has the highest school dropout rate in state of Nevada. Research shows that students who fail to complete high school are most likely to live in poverty as adults, are more likely to be convicted of criminal activity, and are more likely to suffer from substance abuse.**

# Better Example

The Clark County Unified School District has the highest high school dropout rate in the state of Nevada. More than 18% of the district's students drop out of high school before completing 12<sup>th</sup> grade. Research shows that students who fail to complete high school are 50% more likely to live in poverty as adults than those who graduated from high school. They are 27% more likely to be convicted of criminal activity as adults....

# Goals and Objectives

**Goals are statements of broad, typically long-term results.**

**Objectives are statements of precise, measurable, quantifiable, time-phased results.**

# Goal Examples

- **To establish an after-school tutoring program at the junior high.**
- **To increase safety awareness among Madill students.**
- **To provide technology training to Oklahoma teachers.**

# Objectives Must Answer

- Who
- What
- When
- By How Much
- As Measured By

# Objective Examples

- **75% of participating students will raise their test scores in math, science, English and history by 4 percentage points by year two of the project as measured by the state education assessments**
- **Mounds Public Schools will reduce their discipline referrals by 10% per year for four years as measured by office discipline records.**
- **The students enrolled in grades 7-12 at Caney Valley Public Schools will increase their fitness levels by 20% by the end of the three year project as measured by pre/post BMI data.**

# Project Design/Work Plan

- **Describes your proposed solution to the stated problem or need.**
- **Tells how you will accomplish your goals and objectives.**
- **A sequential work plan of events and activities.**
- **Always include a timeline**

# Sustainability

- Existing resources
- Agency will absorb costs
- Fee for Service
- Collaborative partnerships
- Fund raising events
- Future grant development

# Evaluation

- **What will be evaluated?**
- **What are the methods to evaluate each objective?**
- **Who will do the evaluation?**
- **Explain the information gathering process.**
- **Explain test instruments or questionnaires to be used. What will you do with the information you gather?**

# Evaluation Data Must Include

- **Qualitative and quantitative data.**
  - **Qualitative data examples include:**
    - **Journals, questionnaires, evaluation forms, surveys, interviews, observations, anecdotal records**
  - **Quantitative data examples include:**
    - **Pre and post test, standardized assessments, eligibility lists, student grades, attendance rates**

# Budgets Should Include...

- Personnel salaries
- Fringe benefits
- Travel
- Supplies
- Equipment
- Consultants
- Other
- Total Direct Costs
- In-Direct costs
- Total Project Costs

# Budget Details

- ▶ **Propose items that reflect pertinent rules, regulations, criteria, and instructions**
- ▶ **Observe limits (e.g., on administrative costs**
- ▶ **Present no surprises**
- ▶ **Defend line items with well-established rates**
- ▶ **Base line item calculations on actual costs**
- ▶ **Use formulas to show the elements of calculations**
- ▶ **Calculate costs per participant and/or per unit**
- ▶ **Check and recheck the accuracy of all calculations**

# Indirect Costs

- **Must be approved by a cognizant agency**
- **Make sure you don't double dip**
- **Must send in new indirect cost rate sheet each year and change your budget accordingly**
- **No indirect costs on funds not drawn down**
- **Cannot claim indirect costs on equipment, training stipends**
- **Can only claim indirect costs of the first \$25,000 of consultant line item**