

Grant Writing Simplified

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North Carolina Statewide Push for Excellence, Engagement, and Delivery
UNC Lineberger Comprehensive Cancer Center at Chapel Hill

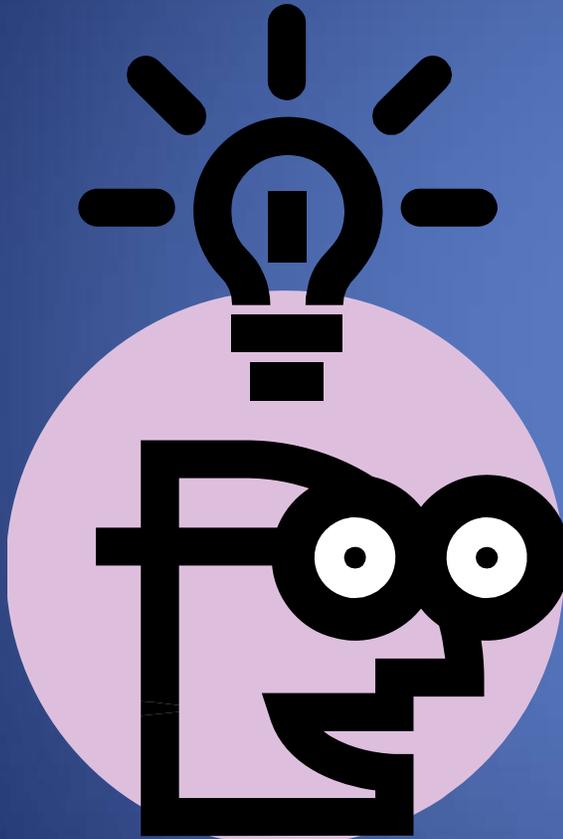


Three Steps

1. Start with a project
2. Find a funder
3. Write your proposal



Step 1. Start with a Project



- What is your idea?

Questions to Think About

- **What need does it fill or what problem are you addressing?**
- **Why is it important?**
- **What population will it serve?**
- **Who can you partner with?**

More Questions to Think About

- How will you measure the success of your project?
- What do you expect to change?
- What are you proposing?
- How much will it cost?



Step 2. Find a funder

- Types of Funds
 - Government Grants
 - Federal
 - State
 - Local
 - Foundations
 - Private
 - Corporate
 - Individuals



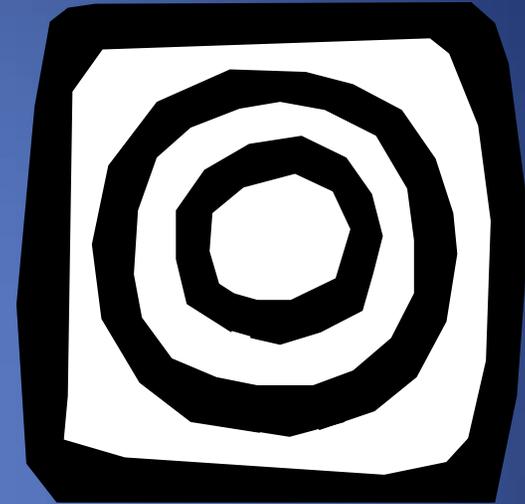
Where to Look for Funders

- Foundation Center
 - www.foundationcenter.org
- Web search
 - http://www.healthycarolinians.org/resources/default.aspx#anchor_Development
- List-serves
- Funded projects
 - Who funded them



Selecting a Funder

- Try local resources first
- What is their mission?
- What are their funding priorities?
- Do they have geographical limitations?
- Does your organization qualify?

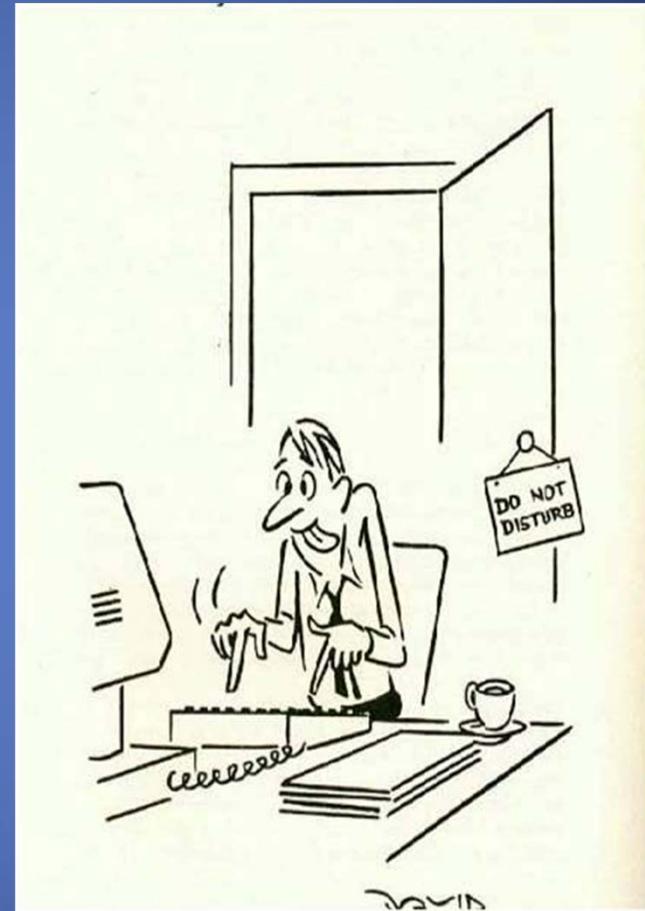


Maximize Your Chances

- **How many grants will be funded?**
- **How much money is being awarded?**
- **When will it be awarded?**
- **Partner to increase your impact**
- **Speak to the program officer**

Step 3. Write your Proposal

- Review the guidelines
- Organize your thoughts and research
- Prepare the proposal



Review the Guidelines

- Read carefully, more than once
- Look for geographical limits and exceptions; make sure you qualify
- Know the deadlines and submission requirements (postmark, received, on-line, e-mail)
- Letters of referral/reference require time. **Ask ASAP.**

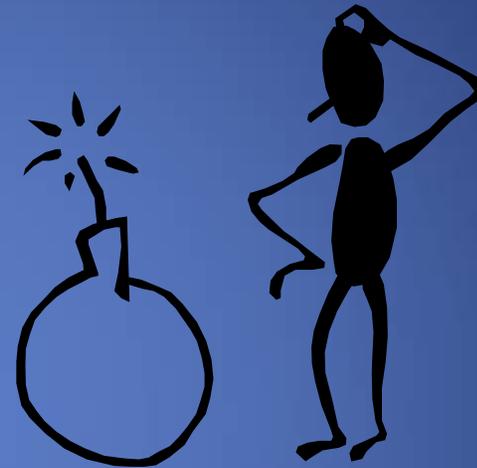


Review the Guidelines (continued)

- Know the dollar limits. Don't ask for more than the maximum.
- Look for a matching fund requirement and understand what it means
- Follow the application instructions exactly as they are written
 - Look for page limits, font size, margins;
 - Use page numbers even if not required
 - Submit correct number of copies, stapled or not

Organize your Thoughts and Research

- **Identify the problem**
 - What is the need
 - What are the gaps
 - who is doing what
 - what is not being done
- **Show what you know about the problem and what you have done to determine it**
 - Focus groups
 - Interviews
 - Research



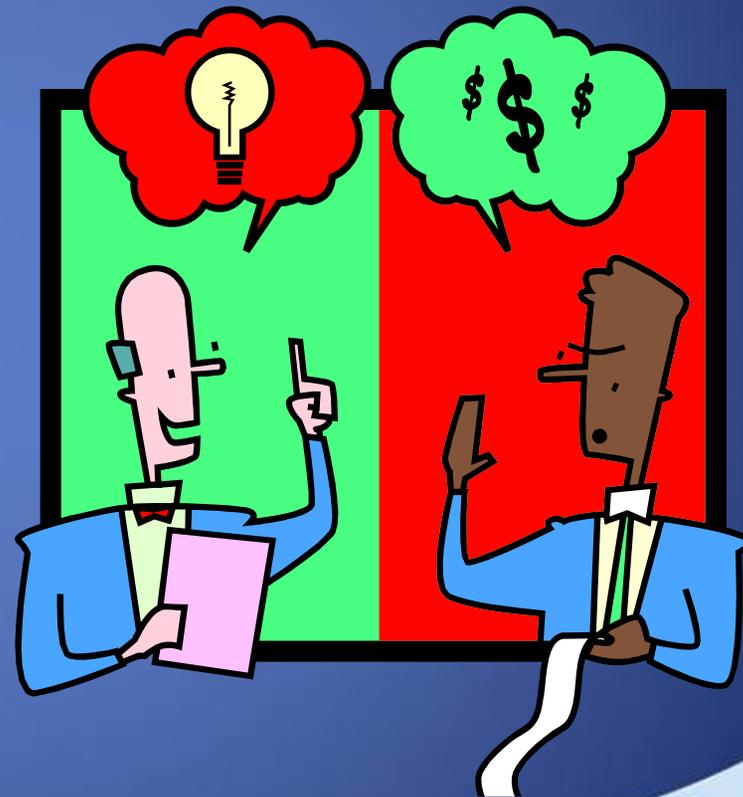
Organize your Thoughts and Research

- Make your proposal unique, creative, or innovative
- Find out how much things will cost



Prepare the Proposal

- Parts of a grant application:
 - Summary
 - Goals and objectives
 - Method (be specific)
 - Evaluation
 - Personnel
 - Budget
 - Timeline



Prepare the Proposal (continued)

- **Writing style:**
 - Clear and concise
 - Simple language
 - Persuasive
 - 5 Ws: who, what, when, where, why
 - Use data and reference it

Prepare the Proposal (continued)

- Use formatting for easier reading
 - Bullets
 - Headings and subheadings
- Illustrate with charts and graphs
- Use photographs



Prepare the Proposal (continued)

- Write a first draft, then
 - Read it
 - Rewrite it
 - Reread it
 - Give it to others to edit and review
 - Ask someone to proofread it
 - SPELLCHECK

If your project gets funded ...



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If your project doesn't get funded

- Call the funder and ask for specific recommendations
- Resubmit to same funder at appropriate time
- You have the proposal written and you can submit it somewhere else

Resources

- NC TraCS – UNC-Chapel Hill
 - Partner with UNC researcher to find funding
 - On-line training
 - Community workshops
 - www.tracs.unc.edu



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