

Writing A Successful Grant Proposal

May 5, 2011, 6:00-8:00 pm
Boston Public Health Commission
Communities Putting Prevention to Work
SSB Media and Policies RFP
Faith-based Organizations

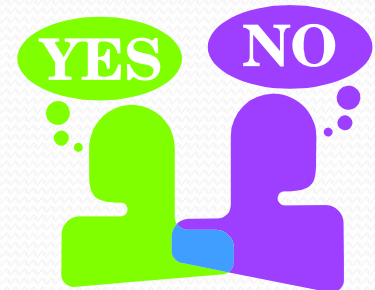


Agenda

- Introductions & Housekeeping
- Ice breaker
- Successful grant proposals
 - Pre-work
 - Proposal core
 - Budget & Budget justification
- Questions & Answers

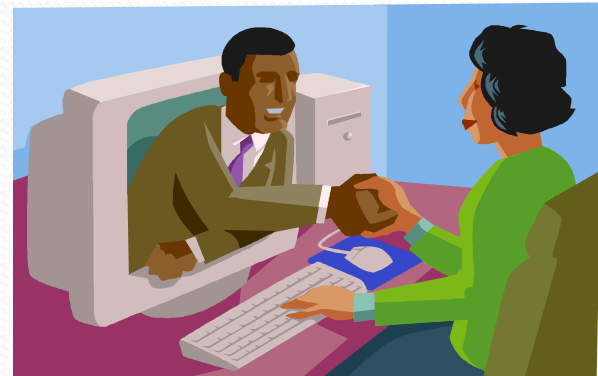
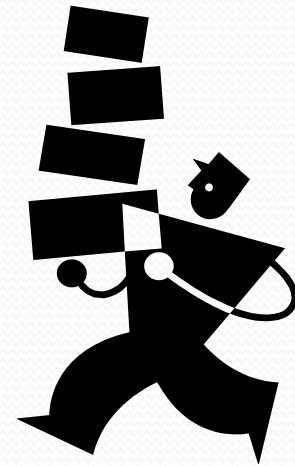
1. Eligibility and Grant Requirements

- Is my organization eligible?
- Is this work that we are currently involved in or would like to be involved in?
- Do we have the capacity to carry out the grant deliverables?
- Do we have the infrastructure to manage the grant award?



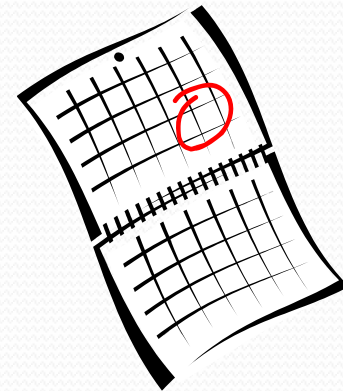
2. Information Gathering

- Mission Statement
- Existing Partnerships
- Potential Partnerships
- Previous work and successes
- Existing data / information



3. Next Steps

- Identifying Project Leader (s) / writer
- Delineate Responsibilities
- Establish grant-writing timeline
- Respect deadlines



10 Minute Break



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Filling in that application form
was a severe first test

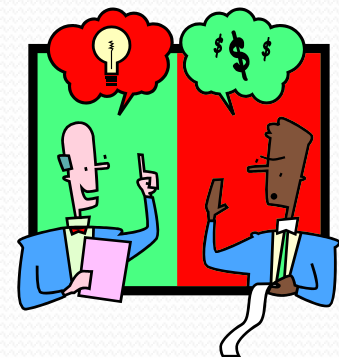
4. Writing the Application

- Keep it simple
- Answer every question
- Appearance and readability



5. Details of the Application

- Organization Overview and Experience
- Key Staff
- Need
- Approach to and Scope of Work
 - Understanding project areas: message dissemination, educational opportunities, policy work
 - Including strategies and activities in all three
 - Clear deliverables / outcomes & timeline
 - Potential challenges and solutions



6. Budget and Budget Justification

- What expenses are considered appropriate?
- Are your expenses relevant to project objectives, activities and timeline.
- Providing detailed justification for expenses.
- Make sure numbers add up



Sample Budget

Line Item	Cost	Total
Project Coordinator	\$15 per hour x 5 hours per week x 40 weeks	\$3,000
Stipends for Advocates	Five Advocates @ \$150 per month for 10 months	\$7,500
Supplies/Materials	Office Supplies \$500 Computer and Printer \$1,000	\$1,500
Special Events	Two events @ \$1000 each	\$2,000
Indirect Costs	See Budget Justification	\$1,000
Total		\$15,000

Sample Justification

- **Project Coordinator:** The Project Coordinator will manage the project, including conducting meetings, assisting with special events and other project activities and is responsible for all grant reporting requirements.
- **Lead Advocates:** Lead Advocates will be project champions who will attend and conduct meetings, and workshops, assist with project outreach and planning and implementing special events. Advocates will be expected to devote a minimum of 15 hours per month toward the project.
- **Supplies/Materials:** Standard office supplies include paper, pens, notebooks etc.. A laptop and printer will be purchased to support project staff with creating special outreach materials and supporting project communication efforts and reporting.
- **Special Events:** two special events will be held to promote the project. Expenses include \$250 to hire a DJ, \$500 for food and \$250 for decorations.
- **Indirect costs** will be used to offset building expenses, office space, utilities etc...

7. Wrap Up

- Other requirements?
- Editing and proofreading.
- Questions?



Gracias

Merci

Thank You

Obrigado!