Writing a successful grant proposal and detailed budget

In order for the grant selection committee to fully understand the nature of your project, and its budgetary implications, we ask that you reference the following guide. Good luck!

Writing the Proposal:
Each submitted proposal should include the following:

1. **Need Statement:** Use the following questions to guide the creation of your statement of need.
    *   What is the need for the project? Is it a serious problem or issue, or a lack of a needed service?

    *   What are the facts and the sources that back up the need for your project?

    *   Who will benefit from the project and how? Define the audience by age, gender, location, ethnic background, country of origin, or a combination of these factors.

Considering the answers to the above questions, you can begin to craft the statement of need. Remember that your final statement of need will:

*   describe the status quo that exists before the solution to the problem
*   target a population group(s) and a geographic location
*   present the solution to the problem
*   describe the benefits to the target audience(s) and possibly to society at large.

2. **Mission Statement:** A mission statement is a philosophical statement about the student, University, or faculty development that your project addresses. It should include:

- Why is there an immediate need for action toward your goal?

- What is the anticipation of future accomplishment?

- When fulfilled, what is the meaning for Students, the University community or your professional development?

3. **Goals:** The goal is the final impact or outcome that you wish to bring about using the Dean's grant. It should following the S.M.A.R.T. principles for goal writing:

- **(S)pecific**
- **(M)easurable**
- **(A)ttainable**
- **(R)ealistic**
- **(T)ime-bound**.

Writing the Detailed Budget:

The detailed budget for your proposal should be clear, well organized and easy to understand. Consider using a spreadsheet with outlined columns and heading that outline:

- **Budget Category**
- **Requested Funds**
- **Outside Contributions**
- **Project Total**

Direct Costs

Direct costs for your grant are perhaps the most important component in your grant's budget. They represent the funds you are seeking from the funding source. The costs described below are considered direct costs:

Personnel: Show the breakdown of hours and weeks. Such as: $10.00 per hour X 40 hours per week X 52 weeks = $20,800.

Travel: Make sure to provide clear formulas and documentation for why travel is necessary. Include the cost for a plane ticket, the cost of a hotel per night and the number of nights you will be staying, and a food allowance. Be sure and use realistic but conservative figures and avoid using round numbers, such as use $1,280 instead of $1,000.

Equipment: To help understand equipment costs, documentation of the program need for the equipment. Equipment costs should be well defined and include specifications. For example, you might include a high–speed copier system to be used to reproduce reports and other documents for committees, staff members, and volunteers. You should explain how the copier will help you in administering the program.

Supplies: It is helpful to break down supplies into categories such as general office supplies, educational and training supplies, and computer supplies.

For more information and training on successful grant writing we encourage you to visit the following sources:

New York State (http://www.nysegov.com) — Use to obtain information about State departments and contact information, grants, and funding opportunities.

Grants Action News (http://assembly.state.ny.us/gan/) — Information on available NYS and Federal grants

Catalog of Federal Domestic Assistance (www.cfda.gov) — The online Catalog of Federal Domestic Assistance provides access to a database of all Federal programs available to State and local governments; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals. After finding a program of interest, contact the office that administers the program and find out how to apply.

Grants.gov (http://www.grants.gov/web/grants/home.html) — Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies.

Foundation Center (www.foundationcenter.org) — One of the most widely used resources for information about foundations, with a searchable database available via an online subscription. Also contains extensive information on many grant related topics, including a free **Proposal Writing Short Course** (http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html) and a list of **Funding Information Network sites** (http://foundationcenter.org/collections/).

GrantDomain (http://www.tgci.com/grantdomain) — Produced by The Grantsmanship Center (www.tgci.com), GrantDomain is a user-friendly and continually updated funder database of foundation, corporate, and federal grantmakers.

GuideStar (www.guidestar.org) — Information of the mission, activities and finances of nonprofits and foundations nationwide; view IRS Form 990's and Form 990-PF's.

Community Foundation Locator (http://www.cof.org/community-foundation-locator)– This site is produced by the Council on Foundations, and allows one to learn about community foundations and search for them by state.

Nonprofit Works (www.nonprofitworks.com) — Information about company services, courses and workshops; includes a "downloads" section that contains free documents and templates related to grant research and writing