

## Grant Writing Resources

### Introduction to Grant Writing

A funding proposal is an argument. Your proposal is a work of persuasion and not a collection of disparate facts. It isn't merely a description of the work you want to do; you are making an argument that it needs to be done and that you are the right person to do it. Make a tight, focused, compelling argument. Below are a few sites that introduce what a grant is and what is in a grant proposal.

Writing a Grant <sup>[1]</sup> from the University of Kansas "Community Tool Box"

- ? What is a grant?
- ? Why is it worthwhile to write a grant proposal?
- ? Who can write a grant proposal?
- ? What are the standard components of a grant proposal?
- ? How do you prepare a winning grant proposal?

Basic Elements of Grant Writing <sup>[2]</sup> from Corporation for Public Broadcasting

*\*Comment: General, basic, simple - a starting point, overview of elements and process*

? This publication is an easy guide to the basic elements of grant proposal writing and is offered to assist applicants to CPB and other funding sources. It offers guideposts to help you through each stage of the process.

? Successful proposal writing involves the coordination of several activities, including planning, searching for data and resources, writing and packaging a proposal, submitting a proposal to a funder, and follow-up. Here are some tips that will help.

The Art of Writing Proposals <sup>[3]</sup> from Social Science Research Council

? MAIN SECTIONS: 1. Capture the reviewer's attention; 2. Aim for clarity; 3. Establish the context; 4. What's the pay-off?; 5. Use a fresh approach; 6. Describe your methodology; 7. Specify your objectives; 8. Final note

? Available as a PDF **here** <sup>[4]</sup>

Proposal Writing Short Course <sup>[5]</sup> from The Foundation Center

- ? Introduction
- ? Gathering Background Information
- ? Components of a Proposal
- ? The Executive Summary
- ? The Statement of Need
- ? The Project Description
- ? The Budget
- ? Organizational Information
- ? Letter Proposal
- ? Conclusion
- Printer friendly <sup>[6]</sup>

### Finding Grant Opportunities

Finding funding can be a time-consuming task. Funding opportunities are available at local, state, and federal levels. Grants are given by government and non-government organizations.

Requests for proposals often are open for a specific time frame and have a deadline, although some organizations accept unsolicited proposals. Below are some general tips and potential sources for grant funding.

### ? **Current funding opportunities relevant to MCAH**

The Association of Maternal & Child Health Programs (AMCHP) maintains a regularly updated list of current funding opportunities [7].

It is also published every two weeks, in the AMCHP Members Brief [8].

*\*Comment: Note that many of the opportunities listed may have a short time frame for submitting the proposal by the application deadline.*

### ? **Selected list of relevant agencies and organizations**

FHOP has put together a list of selected federal and non-government organizations that may have current grant opportunities relevant to your work. To go to the list click here. [9]

### ? **General list of public health agencies and organizations**

Partners in Information Access for the Public Health Workforce, a collaboration of U.S. government agencies, public health organizations and health sciences libraries has a compilation of links [10] to agencies and organizations that offer grants. *\*Comment: Going through these links will require time to find available and relevant opportunities.*

?? Guide to Funding Your Community Health Initiative [11] from County Health Rankings

The guide has three sections: 1. Readiness Assessment - A self-assessment to help you determine if you're ready to apply for funding. 2. Developing Partnerships - Tips for developing critical partnerships for your community health initiative. 3. Identifying and Accessing Funding Opportunities - Where to look for funding opportunities and tips on accessing funding.

### ? **Tips:**

#### ***Consider partnering with another agency or organization***

Your agency may not meet all of the requirements for a given grant opportunity (i.e. some are for non-profits, or for academic researchers). Or, your agency may not have the capacity to manage an entire grant project--for example, being the evaluator or being the fiscal agent. Consider partnering with another agency, organization, or university especially if you find an opportunity that sounds like it would be a good fit with a population you serve. Build relationships with contacts who have interests related to MCAH at local colleges, agencies, and organizations, so that if they come across a grant opportunity, they may think of you as a partner. Be sure to be clear about the responsibilities and requirements in the proposal and project plan.

#### ***Mark your calendar for regular opportunities***

Many funding opportunities are available in a regular cycle (once a quarter, once a year). If you find a relevant grant whose deadline you missed, check to see if there is a regular cycle to the funding. Mark it on your calendar, with plenty of time for a reminder, so you can get ready for the next time it will be available.

#### ***Remember the Foundations***

Non-government foundations may have a campaign or area of interest for which they are giving funding. In California, there are foundations looking to support work and research projects conducted in California. If you have an idea for a small project, a local foundation or non-profit group may be interested in providing funding that goes directly back into supporting the community.

### **Grant Writing Guides Specific to Federal Programs**

General Federal Proposal Writing Resources [12] from UNC

*\*Comment: Basics for starting and approaching federal grant opportunities*

Catalog of Federal Domestic Assistance: Developing and Writing Grant Proposals

A successful grant proposal is one that is well-prepared, thoughtfully planned, and concisely packaged. The potential applicant should become familiar with all of the pertinent program criteria related to the Catalog program from which assistance is sought. Refer to the information contact person listed in the Catalog program description before developing a proposal to obtain information such as whether funding is available, when applicable deadlines occur, and the process used by the grantor agency for accepting applications. Applicants should remember that the basic requirements, application forms, information and procedures vary with the Federal agency making the grant award.

Developing and Writing Grant Proposals <sup>[13]</sup> from Catalog of Federal Domestic Assistance

*\*Comment: Short but thorough*

? Part 1 - Developing a Grant Proposal

? Part 2 - Writing the Grant Proposal

Creating Good HRSA Grant Applications Focusing on Underserved Populations <sup>[14]</sup>

*The following were first presented at the Creating Good HRSA Grant Applications Focusing on Underserved Populations workshop in Philadelphia on May 19, 2010.*

? HRSA At a Glance <sup>[15]</sup> (PDF - 185 KB)

? The HRSA Grants Process: Application, Review and Awards <sup>[16]</sup>(PDF - 1 MB)

? Tips for Writing and Submitting Good Grant Proposals <sup>[17]</sup> (PDF - 460 KB)

? Highlights of the Health Center Program <sup>[18]</sup> (PDF - 2.3 MB)

? Ryan White HIV/AIDS Programs <sup>[19]</sup> (PDF - 320 KB)

? Grants to Increase Organ Donation <sup>[20]</sup> (PDF - 83 KB)

? Health Equity and Patient Civil Rights: A Federal Perspective <sup>[21]</sup> (PDF - 88 KB)

? Assuring Health Equity and Patient Civil Rights Through Effective Health Communication <sup>[22]</sup>(PDF - 400 KB)

National Institutes of Health Grant Writing Toolkit for R01 proposals <sup>[23]</sup> - NIH R01 Tool Kit

*\*Comment: Very detailed and specific to R01 proposals, for scientists doing research on human health*

Grant Proposal Guide for the National Science Foundation (NSF), January 2011 <sup>[24]</sup>, National Science Foundation

*\*Comment: Very detailed and specific to NSF grant applications*

Developing Competitive SAMHSA Grant Applications <sup>[25]</sup> from the Substance Abuse and Mental Health Services Administration (SAMHSA)

*\*Comment: Very detailed and specific to SAMHSA grant applications*

National Institute of Allergy and Infection Disease (NIAID), Writing a Great Grant Application <sup>[26]</sup>

*\*Comment: Very detailed and specific to NIAID grant applications*

## **Grant Writing Resources for Rural Communities**

Grant Writing, Rural Assistance Center <sup>[27]</sup>

FAQs, Tools, Documents, Journals, Organizations, Terms & Acronyms, Contacts, Bibliographies, News, Events

? Catalog of Federal Domestic Assistance (CFDA) <sup>[28]</sup> Database

Contains information on all available federal programs including grant eligibility, application procedures, selection criteria, and program deadlines.

Sponsoring organization: U.S. General Services Administration

? Creating Good HRSA Grant Applications Focusing on Underserved Populations <sup>[19]</sup>

Includes resources to help applicants understand the grant process and prepare better HRSA grant applications. Sponsoring organization: Health Resources and Services Administration

? Economic Impact Analysis Tool <sup>[29]</sup>

Generates summary reports showing how grant spending can benefit a local, rural economy.

Reports can reflect past, current and future grant spending. To use the EIA tool, you will need to log in to your RAC account.

Sponsoring organization: Rural Assistance Center

? Guide to Funding Your Community Health Initiative <sup>[11]</sup>

Provides resources for funding community health projects including sections on readiness assessment, developing partnerships and identifying and accessing funding opportunities.

Sponsoring organization: Robert Wood Johnson Foundation

? HRSA: Open Opportunities <sup>[30]</sup>

Web site Provides details on HRSA's competitive grant offerings for the current fiscal year.

Sponsoring organization: Health Resources and Services Administration

? NACCHO: Funding Opportunities <sup>[31]</sup>

Web site Identifies public health-related funding resources at the national and state levels from private foundations, governmental sources, and non-governmental sources. Sponsoring organization: National Association of County and City Health Officials

? Grant Writing Tips <sup>[32]</sup>

Sponsoring organization: University of North Dakota Center for Rural Health Offers tips and advice on grantwriting. Includes suggestions about the content and structure of the proposal, writing style, and more.

Date: 07/2006

? Program Manager's Guide to Evaluation, Second Edition <sup>[33]</sup>

Sponsoring organization: Administration for Children and Families

Explains what program evaluation is and its importance. Discusses conducting an evaluation, interpreting the results, reporting the findings and using the evaluation to improve programs.

Date: 2010

## **Additional Program Planning Resources**

? MCAH Planning Cycle <sup>[34]</sup>, FHOP

The planning cycle is a classic public health approach for program planning, implementation, and evaluation. It is an interactive process with each step building on the previous ones and with opportunities for feedback. It is undertaken to understand and address identified public health problems. Although the processes described are generic to all planning efforts at the local level, the case examples are specific to Maternal and Child Health Programs that are required to conduct a formal needs assessment and planning process every five years.

? The Planning Guide - Developing an Effective Planning Process: A Guide for Local MCH Programs, <sup>[35]</sup>FHOP

This manual has been created by FHOP to assist local public health agencies in following the steps described in the above planning cycle.

? Logic Model Development Guide <sup>[36]</sup> from the W.K. Kellogg Foundation.

Provides information about using logic models to bring together program planning, evaluation and action to demonstrate the effectiveness of a program.

Nonprofits today are being pressed to demonstrate the effectiveness of their program activities by initiating and completing outcome-oriented evaluations of projects. This guide was developed to provide practical assistance to nonprofits engaged in this process. The pages of this guide give staff of nonprofits and community members alike sufficient orientation to the underlying principles of "logic modeling" to use this tool to enhance their program planning, implementation, and dissemination activities.

**Source URL:** <https://fhop.ucsf.edu/grant-writing-resources>

**Links**

- [1] [http://ctb.ku.edu/en/tablecontents/sub\\_section\\_main\\_1301.aspx](http://ctb.ku.edu/en/tablecontents/sub_section_main_1301.aspx)
- [2] <http://www.cpb.org/grants/grantwriting.html>
- [3] [http://fellowships.ssrc.org/art\\_of\\_writing\\_proposals/](http://fellowships.ssrc.org/art_of_writing_proposals/)
- [4] [http://www.ssrc.org/workspace/images/crm/new\\_publication\\_3/%7B7a9cb4f4-815f-de11-bd80-001cc477ec70%7D.pdf](http://www.ssrc.org/workspace/images/crm/new_publication_3/%7B7a9cb4f4-815f-de11-bd80-001cc477ec70%7D.pdf)
- [5] <http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>
- [6] [http://foundationcenter.org/getstarted/tutorials/shortcourse/prop1\\_print](http://foundationcenter.org/getstarted/tutorials/shortcourse/prop1_print)
- [7] <http://www.amchp.org/programsandtopics/FUNDING/opportunities/Pages/default.aspx>
- [8] <http://www.amchp.org/AboutAMCHP/Newsletters/member-briefs/Pages/default.aspx>
- [9] <https://fhop.ucsf.edu/grant-writing-finding-funding-opportunities>
- [10] <http://phpartners.org/grants.html#Funding%20Opportunities>
- [11] <http://www.countyhealthrankings.org/roadmaps/opportunities/funding-guide>
- [12] <http://grantsinfo.unc.edu/proposal-writing/federal>
- [13] [https://www.cfda.gov/downloads/CFDA\\_writing.pdf](https://www.cfda.gov/downloads/CFDA_writing.pdf)
- [14] <http://www.hrsa.gov/grants/apply/TechnicalAssistance/index.html>
- [15] <http://www.hrsa.gov/grants/apply/TechnicalAssistance/atag glance.pdf>
- [16] <http://www.hrsa.gov/grants/apply/TechnicalAssistance/grantprocess.pdf>
- [17] <http://www.hrsa.gov/grants/apply/TechnicalAssistance/tipsforgoodgrantapplications.pdf>
- [18] <http://www.hrsa.gov/grants/apply/TechnicalAssistance/healthcenterhighlights.pdf>
- [19] <http://www.hrsa.gov/grants/apply/TechnicalAssistance/ryanwhite.pdf>
- [20] <http://www.hrsa.gov/grants/apply/TechnicalAssistance/organdonation.pdf>
- [21] <http://www.hrsa.gov/grants/apply/TechnicalAssistance/patientcivilrights.pdf>
- [22] <http://www.hrsa.gov/grants/apply/TechnicalAssistance/effectivecommunication.pdf>
- [23] <http://www.fas.harvard.edu/~research/documents/NIH%20R01%20Tool%20Kit.pdf>
- [24] [http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=gpg](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg)
- [25] <http://www.samhsa.gov/Grants/TA/index.aspx>
- [26] <http://www.niaid.nih.gov/researchfunding/grant/Pages/applying.aspx>
- [27] <http://www.raconline.org/topics/funding/grantwriting.php>
- [28] <https://www.cfda.gov/>
- [29] <http://www.raconline.org/econtool/>
- [30] <http://www.hrsa.gov/grants/index.html>
- [31] <http://www.naccho.org/topics/funding/>
- [32] [http://ruralhealth.und.edu/projects/flex/pdf/grantwriting\\_tips.pdf](http://ruralhealth.und.edu/projects/flex/pdf/grantwriting_tips.pdf)
- [33] [http://www.acf.hhs.gov/programs/opre/other\\_resrch/pm\\_guide\\_eval/reports/pmguide/program\\_managers\\_guide\\_to\\_](http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/reports/pmguide/program_managers_guide_to_)
- [34] <https://fhop.ucsf.edu/mcah-planning-cycle>
- [35] <https://fhop.ucsf.edu/planning-guide>
- [36] <http://www.wkkf.org/knowledge-center/resources/2006/02/WK-Kellogg-Foundation-Logic-Model-Development-Guide.aspx>