Comprehensive Grant Writing Cycle

Researching Funds

Phase 1: Research

- Understanding Funding Purposes & Requirements: Public, Private, Non-Profit & Foundation Sources
- Determining Eligibility for Funding & Other Strategies to Access Funds
- Organizational & Other Informational Needs to Gather Prior to Research
- Documenting Initiatives & Past Projects to Develop Realistic Funding Goals
- Conducting Broad Funding Research
- Scaling Down based on Organizational History, Alignment to Funder, & Other Prospect Research
- Finalizing your Strategic Funding Plan
- Implementing the Plan with Continual Support

Developing a Project Proposal Concept

Phase 2: Development

- Conceptualize a Project
- Know Key Grant Terms
- Project Planning Forms & Processes
- Needs Assessment
- Document Review
- Resource Analysis
- Stakeholder Assessment
- Stakeholder Meetings
- Program Assessment
- Organizational Assessment
- Leveraging Past Initiatives, Success, & Partnerships to Advocate Support for a Proposal
- Identify Program Areas and Priorities based on Documented Data from Multiple Sources
- Developing Partners
- Estimate Capacity & Project Costs

Technical Grant Proposal Writing

Phase 3: Technical Writing

- Technically Write up Concept into a Project Proposal
- Grant Writing Templates and Processes
- Prioritize Needs that are Supported by Data
- Develop Goals, Objectives, & Activities
- Determine Outcomes & Intended Impacts
- Develop a Management & Delivery Framework to Carry Out the Project
- Realistic Activities, Timelines, & Staffing
- Formatting Narrative & Attached Documents
- Create a Project Budget
- Letters of Support & Other Documentation
- Determine Submission Method & Preparation

Evaluate, Submit, & Next Steps

Phase 4: Evaluate & Submit

- Purposes of Evaluation
- Know Key Evaluation Terms & Definitions
- Designing a Project Evaluation Type & Method
- Using Evaluation Templates & Processes
- Creating a Realistic & Relevant Data Collection Plan
- Use of Internal & External Evaluation Methods
- Evaluation Scope & Costs
- Evaluation Reporting
- How Evaluation Strengthens Current Programming & Creates Future Funding Opportunities
- Final Submission of Grant (Electronic or Paper)
- Tracking Submission & Next Steps (Funded/Not Funded)
- Other Innovative Strategies for Success

SECURING FUNDS IS A CONTINUOUS PROCESS

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