



Proposal Writing & Grant Administration

Agenda

- ▶ Basics of grant writing
- ▶ Proposal Format
- ▶ Reporting
- ▶ Questions



Grant Writing

- ▶ Grants serve a public purpose and are designed to fund projects that help people
- ▶ U.S. State Department is one of 50+ U.S. government agencies and 1,250 Federal Programs that award grants
 - Not all of these departments give internationally
 - All grant programs must be authorized and appropriated funds by Congress



Basics of Grant Writing

- ▶ Proposal should be clear, concise and avoid colloquial writing
 - Should include all relevant information
- ▶ Avoid unsupported assumptions
 - Always cite data sources



Proposal Format

- ▶ Organization Description
- ▶ Executive Summary
- ▶ Project Justification
- ▶ Project Description
 - Goals and Objectives
 - Activities
 - Budget and budget narrative
- ▶ Key Personnel
 - Resumes / CVs
- ▶ Project partners
 - Name and brief description
- ▶ Sustainability



Organization Description

- ▶ Describes the applicant's qualifications or credibility
- ▶ Establishes who is applying for funds
- ▶ Describes applicant's goals, objectives and clients
- ▶ Provides evidence of accomplishments
- ▶ Keep it brief and interesting



Executive Summary

- ▶ Brief summary of the justification, activities and goals of your program. (Who, What, When, Where, Why, How?)
- ▶ Highlights of your entire application



Project Justification

- ▶ Also known as Problem Statement or Needs Assessment
- ▶ Documents the need to be met or problems to be solved by the proposal
- ▶ Relates to the purpose and goals of applicant and the funder
 - Why is it in the interest of the U.S. government to fund your program? What's in it for us?
- ▶ Stated in terms of participants or beneficiaries



Project Description

Program Objectives:

- Establishes the benefit of funding in measurable terms
- Describes problem-related outcomes of program
- Defines population served
- Describes the activities to be implemented
- Describes the sequence of activities, staffing, participants and their selection
- States times when objectives will be met
- Presents a reasonable scope of activities that can be accomplished in project time and with the resources allocated



Budget

- ▶ Divided by categories
 - Program vs. Overhead
- ▶ Personnel
 - Salary and fringe benefits
- ▶ Travel
 - Airfare, taxi, per diem for hotel, meals
- ▶ Supplies
 - Materials, banners, small equipment
- ▶ Contractual
 - Program partner/implementer
- ▶ Other Direct Costs
- ▶ Indirect Costs
- ▶ Cost share



Budget

- ▶ Provide as much detail as possible
 - Examples:
 - Personnel
 - Trainer (100%) x \$500/mo. x 12 months = \$6,000
 - Travel
 - Per diem: \$10/day x 2 days x 3 people = \$60 total
- ▶ Make sure all costs relate to the goals and activities of the project
 - Example:
 - Healthcare costs for youth participants of an education program



Key Personnel

- ▶ Who are the key people that will be implementing the project?
- ▶ What are their qualifications (experience, education) to implement this project?
- ▶ If the position is new, provide a job description or list of duties.



Project Partners

- ▶ If you partner with organizations to implement your project provide the name and a brief description of that organization.
- ▶ Is it clear which part of the project they will be involved in? What their responsibilities will be? Who will be responsible for monitoring their work?
- ▶ Allows reviewers to gather all information and make determinations based on your vision of the program.



Sustainability

- ▶ Describes the plan for continuation beyond the grant period or the availability of other resources to implement the project
- ▶ Sustainability is not the same donor providing more funding



Reporting

- ▶ Detail the project activities and number of participants.
- ▶ Provide examples of how the goals were met.
- ▶ Provide photos, copies of materials or other items to show program took place
- ▶ Detail challenges encountered and how you overcame them.
- ▶ Detail best practices you may have discovered that could benefit others. Is your program a new model?
- ▶ Provide details on how funds were spent



Questions?



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