



Tips For Writing & Submitting Good Grant Proposals



The Beginning

- There are many first things to do in writing a grant proposal.
- This is a suggested list of recommendations, but should be considered **key** in your planning, design and execution.



The Top Ten To-Do's of Grant Writing/Proposal Submission

10. Read the Funding Opportunity Announcement (FOA) carefully.
9. Have a conversation with your colleagues. Does your organization have the capacity to accomplish what is described in the FOA? Can you really do what is being asked?
8. Evaluate whether this is worth your effort. Do not ask if you need the funding. Ask if you are ready and able to commit to the potential grant project.



The Top Ten “To Do’s” of Grant Writing/Proposal Submission

7. Look at your fiscal house. Do you have the fiscal infrastructure to meet the financial reporting requirements and related tasks?
6. Ask your Board and your team not only how will prepare a quality proposal, but also how you will implement that proposal and gauge the quality of your work.
5. Assess the specifics of the FOA and how they relate to HRSA’s overall mission and goals.



The Top Ten “To Do’s” of Grant Writing/Proposal Submission

4. Ask HRSA questions. Every FOA includes contact information for program (content of the proposal) and grants management (process, budget and reporting) questions.
3. Participate in technical assistance calls and webinars. These may be listed in the FOA and on HRSA.gov.
2. When you have completed your proposal, review it thoroughly. Have you responded to every ask? Have you adhered to page limits and file types?



The Top Ten “To Do’s” of Grant Writing/Proposal Submission

... and the top “to do”

- 1. Read the proposal again.** You could even ask a colleague outside your organization to give it a critical review.



Grant Writer *To Hire ...*

Grant Writers can be a real asset. They understand how to write a powerful proposal, but they also

- May not know enough information about your organization to effectively tell your story.
- May be expensive – and the cost may not be covered by the grant, should you receive an award.

If you hire a grant writer, remember, you are in control. Be sure you review the proposal thoroughly and have

- The people, systems and plan in place to carry it out.



Grant Writer *or not to hire?*

Proposals written in-house can also be successful.
Homegrown grant writers know the organization and can call on colleagues to

- Take a team approach to the effort;
- Involve diverse areas of expertise;
- Matches skill sets with tasks;
- Incorporate a system of checks and balances into the process;
- Provide a level of accountability.

Developing proposals in-house, can be costly, too.



When you have your team together, you're ready to tackle The Narrative

In writing proposals, important parts include

- Goals & Objectives
- Need
- Response
- Evaluation
- Impact
- Resources & Capabilities
- Budget

*Your application will be rated and scored on the above
criterion*



The Goals & Objectives

Goal - The purpose toward a specific endeavor.

Objectives – Broadly defined action targets that are needed to attain a specific purpose.

Task >>>Activities>>>Objectives>>>Goals



The Goals & Objectives

Clearly defined Goals and Objectives can greatly aid in the development of a proposal.

The Goals and Objectives (of the organization and the proposal) should be widely known by any party involved in proposal submission, or project implementation/performance.

Goals are Intangible, while Objectives are Tangible.



Need

This is the need the FOA is intended to fill, *not* the need of your organization for funding.

Speak directly to the requested service.

Don't tailor your organization to the proposal just for assistance. You're submitting a proposal because you are familiar with the work in question.

Demonstrate through your proposal that you understand the task at hand. If you have a track record, SHINE!



Response & Impact

Provide detailed information on how your proposal will affect the targeted population or study area.

Think like a Reviewer. Reviewers rate and score many applications—make your proposal stand out.

Provide statistics when possible.

Don't goldplate, pad or over-emphasize. Speak the truth and stick to the facts.

Show how valuable and necessary your project will be.



Resources & Capabilities

Things to consider:

- What you as an applicant bring to the table
- The length and breadth of your experience
- Staffing
- Knowledge base
- Fiscal viability
- Ability to match funds, if required



The Budget

Things to consider

- Match the budget with the goals and objectives.
- Include a narrative to justify the numbers
- Use calculating software to perform mathematical processes
- Remember that a budget is a plan.
- Review the cost effectiveness of the project in relation to your organization's overall budget.
- Use only the line items on the Federal forms.
- If matching funds or cost sharing is required, the FOA will state that. Be sure to include any relevant budget information where and when appropriate.



The Budget

Things to consider (cont'd)

- Consider only costs that are significant to the proposed project. Don't over inflate.
- Review the proposal for cost or budgetary limitations
- Familiarize yourself with the Cost Principles
- Work with your fiscal staff
- Pay attention to allowability, reasonability and allocability
- Negotiate an NICRA or Indirect Cost Rate for indirect costs



Before You Submit

- Check spelling.
- Check calculations.
- Check due dates.
- Check the submission package and make sure all required forms and necessary attachments are included, page number and font size requirements are followed and all documents are in the order described in the FOA.
- Review the scoring criteria of each section and gauge how your proposal measures up.



Hit Submit

- Your submission is final. You can't make edits after submission.
- Don't wait until the last minute. Power outages happen and late submissions are not accepted or reviewed.
- Mark your calendar. Grant reviews take 3 months or more. An **estimated** date of award is included in the FOA. You will hear from HRSA whether or not your proposal is selected to receive funding.