GRANTSMAINSHIP ACTIVITIES

1. Identify three or more assumptions you have made about the grant-writing process. Research what is true and false about each one.
2. Free-write three pages about what you hope to accomplish by receiving a grant. Condense that statement to one page. Further refine your purpose to one paragraph.
3. Identify which category of grant seeker you fit. What challenges do you expect to meet during the process of securing your first grant award?
4. Make two lists— one of things you need grant money for and the other things you already have or can find in other ways.
5. List jargon used in your field of interest. Spell out the words in acronyms and write a short definition for each word to explain in it someone outside your field.
6. Begin a list of people you can ask to help complete the grant proposal.

1. Create a mind map to describe the project you want funded.
2. With the assistance of at least two key people, develop at least four key questions to answer about your project.
3. Identify 10 or more people or agencies to ask for feedback about your initial project idea.
4. Hold one or more small groups to gather ideas to incorporate into your project.
5. Experiment with two or more of the idea-gathering strategies presented in the chapter (solo brainstorming, group brainstorming, questorming, mind mapping, concept mapping).
6. Identify two or more potential partners for further discussions.
7. Conduct a literature search to discover the history, current best practices, and trends in your field. Write a one-paragraph summary for each finding.
8. Sort the feedback you received for program design into NOW, LATER, MUCH LATER, and NEVER piles.
9. Sketch two or more ideas for potential proposals of eight to ten words.
10. Consider several potential partners for each potential proposal and begin exploratory conversations to see if working together is feasible and would bring strengths to your project.

1. List the job titles for people you will need to implement your project. Estimate the percentage of time they will spend on the project and obtain salary ranges for comparable positions in your community.
2. Research the level of benefits your agency provides, and add it to your working expense budget.
3. List consultants who would add benefits to the implementation of your project and research prevailing hourly rates for each position.
4. Create a laundry list of operating expenses, including consumable materials and supplies.
5. Fill in a sample expense budget using the worksheet outlined in the chapter or a form your agency uses.
6. If you need equipment like computers, cell phones, microscopes, musical instruments, or specialized vehicles, research prices and begin the process for competitive bids if appropriate.
7. List potential sources of income and in-kind contributions you’d like to investigate.

1. List at least six community situations that describe the problem you want to solve.
2. Find three or more agency documents that show current participants need the service you want to provide or the research you want to do.
3. Ask seven or more current clients what benefits they would receive from the projected project.
4. Ask a dozen or more potential clients to describe the problem you want to solve in their own words.
5. If you are a member of a networking, service, or religious group, informally ask individuals for their perception of the problem you want to solve. If you are not a member of any such group, ask someone who is to invite you as a guest and ask your question casually as part of your introduction to new people.
6. Contact five or more local nonprofit, governmental, or civic agencies (or related academic departments) for relevant demographic or research information they are willing to share.
7. Identify and gather material from six or more county, state, or federal agencies.
8. Rework two or more national or generic statistics so they have local significance.
9. Connect two or more local findings to data from a broader sampling.
10. Write one sentence defining the importance of your proposal and one sentence describing the impact of your project in a single-page case statement.

1. Refine two goals for your proposed research or community project.
2. Develop three or four SMART objectives for each goal.
3. Get feedback from someone in your agency or field of study to see if the objectives are specific, measureable, attainable, relevant, and time-bound. Revise them as needed.
4. Create a staffing chart that shows the number of full- and part-time staff, volunteers and independent contractors who will implement the proposed project. Describe their major responsibilities and if they currently are involved with your agency.
5. Write several paragraphs describing how the project will be administered, paying particular to ongoing staff and program supervision, financial management, project evaluation, and reporting.
6. Develop a master list of potential partners and what each might contribute to the project.
7. Add a short paragraph to each objective to show how you will evaluate its desired outputs and outcomes.
8. Create a program logic model to outline the inputs (resources), activities, outputs, and outcomes for your project.
9. Sketch two or three ways you plan to sustain the project when the grant expires.
1. Sketch three ideas for grants you would like: one for capacity building, one for planning, and one (or more) for program development.
2. Find a community foundation that serves your geographic area and discover at least two ways they can be a resource for you.
3. Enter your specific field of interest in your favorite search engine and locate six or more potential foundations.
4. Become familiar with the Foundation Center web site and find three or more useful and relevant resources.
5. Find and register for at least one specialized service that provides grant alerts.
6. Follow a web-browsing trail until it leads to a potential project idea or funding source.

1. Contact your school district and city to learn if they have a separate grants office or grants administrator. Make an appointment with that person to learn what grant funds are available for community organizations and what collaborations they are interested in exploring.
2. Learn if your country has grants office and, if so, what services they offer non-profit organizations.
3. Investigate state departments, agencies, and the governor’s office to register for ongoing legislative and funding information and see where funds are currently available.
4. Register for the Arts Council mailing list in your state.
5. Explore www.Grants.gov by:
   • Seeing if there are applicable RFPs at New Opportunities This Week
   • Conducting a Basic or Category search for your field of interest.
   • Typing a funding number or title you’ve found in the appropriate box on the Grants Search home page to see if the RFP is applicable. If you are seriously interested in securing government funding, keep looking until you find one or more that matches your project.
6. Identify three federal agencies or departments that are relevant to your project and one that is of interest but has no obvious connection. Register for their email lists.
7. Visit field offices of your state and federal elected officials to introduce yourself and your project.
8. Obtain an RFP packet from at least one of the above sources.