

Grant Basics

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I know, we will write a grant!

Where to Start:

What do you want to do?

What outcome do you expect?

Is money the answer?

Start local, then go global.

I know, we will write a grant!

Everyone has a “need” – match to what the grantor want?

Write grants to get programs , not funds.

Develop your needs and vision.

Develop a “mental” budget.

How to Start

Develop a grant writing team.

Develop an idea file (ask the crazy ones).

Develop a general information file and a research file.

Spend money to make money.

Grant RFP's

Carefully read the RFP.

Determine eligibility.

The due date is the due date.

Give them what they ask for.

Grant RFP's

Follow the format and rater's worksheet.

Read carefully the grantor purpose and mission.

When in doubt – ask.

Writing the Grant

Give yourself ample time.

Follow the grantor's format.

Do not “moan” too much.

Be positive, be brief – check font size,
page limits.

Writing the Grant

Keep it simple and realistic.

Avoid jargon.

Have someone proofread the work.

Assume the grant reader will be a
“caveman”.

Writing the grant

Use charts and tables where appropriate.

Develop the budget.

Develop a budget narrative.

Double check the math.

Writing the Grant

Make sure the budget narrative and budget match.

Be able to justify your request.

Do not ask for more than the funder is offering.

Writing the Grant

Coordinate with your Finance Office.

Do not commit to a match unless required.

Be clear about responsibilities.

What is the timeline?

Writing the Grant

How will you know if the program works?

Develop a simple evaluation.

The program does not have to work.

What have you learned?

Writing the Grant

Lastly – follow all directions.

Do not write anything in the grant you cannot do.

When in doubt – call me.

Grants Administration

Grant award notification-do not panic

Implement a management/financial plan.

Conduct grant activities according to the grant including the evaluation.

File reports on time

Grants Administration

Document everything.

If it is not in writing, it does not exist.

The grant is subject to program and fiscal audits.

Resources

Planning – Short Range/Long Range - What are the identified needs?

Resources – What resources are available and what resources are needed?

Local Funds – Organizational Funds – What is already available and might be redirected?

Resources

Federal and State Agencies

Corporate and Private Foundations

Business and Banking

FREE Website

Resources

SC Department of Education Grants Office

Grant announcements by Federal and State Governments

Search the web. Look at DonorsChoose.

Library, professional journals, grants newsletters