

# Grant Proposal Writing

## The Basics

### Preparation

Initial steps may be the most time-consuming but they are important to the process and will simplify the actual writing. Leave time to collect all of the necessary materials and to write several drafts.

### 1. Define the project

Clarify the purpose of your project.

Why are you doing this? What is the goal? (What do you expect to accomplish?) What are the objectives? (What specific things will you do to meet your goal?) How will you do all this? Who will be involved? How much will it cost? How long will it take? What are the steps/ methods/ phases to be used? What if those methods don't work? How will you evaluate the success of this project? How will you share the results with others?

Suppose your goal is to increase the catch of ocean fish by the local fishing fleet. To do this, you set forth several objectives: modernize the local fishing fleet; teach fishermen about the latest methods and equipment; make mini-loans available to fishermen to buy equipment; have master fishermen teach young people where and how to fish; teach young people how to modernize boats.

Exactly who will get to do this and what are their qualifications? Do you have any partners who will join in this effort? What resources and equipment are needed and what do you already have? What are the measurables? Number of boats modernized; number of master fishermen trained; number of loans made; number of students who complete fishing, and boat making courses. How much fish is caught? How much will the various component objectives cost? When will you begin, what are the steps, will it have to be done in phases, and how long will it take? How will you share the results with others?

Once you know this you can write a concise mission statement.

The number of ocean-fish caught by our local fleet has been declining precipitously, from X tonnes in 2000 to Y tonnes last year. Research shows that part of the problem is that prime fishing grounds are farther from port and it is difficult for our aging, shrinking fleet of fishing boats to get to them. Our project will help fishermen modernize their boats by extending low-cost loans, while updating their skills and getting them to share fishing and boat repair skills with a new generation. With better boats and better training, our local fishers will be in a far better position to catch more fish.

## **2. Identify potential funding sources**

Check the Web sites of charitable foundations and international organizations to find a match between the purpose and goals of your project and the purpose and goals of the potential funder. If you know of a similar grant, contact the funding agency directly.

Some funding sources accept letters of inquiry. Some seek project proposals through an RFP (request for proposals) process.

Contact potential funding sources directly to request:

- Guidelines for letters of inquiry, project proposals
- List of projects previously funded through this specific grant program
- Geographic area preferences
- Annual report if available
- Average and maximum amount of grants

## **3. Contact funders**

Think of the funder as a resource. Work with funding organizations to:

Identify a project officer who will address your questions and provide.

- Technical assistance, and review of proposal drafts, if available
- Information on how decisions are made.
- Details on budgetary requirements and preferences. Are matching funds required? Is in-kind support acceptable as a portion of applicants' share?
- Determine what format the funder requires for submission.

## **4. Follow proposal guidelines**

Read the guidelines carefully more than once. Ask the funder any questions you may have, Guidelines usually tell you about:

- Submission deadlines
- Eligibility
- Proposal format: award levels forms, margins, spacing, evaluation process and restrictions on the number criteria of pages, etc.
- Review timetable
- Budgets
- Funding goals and priorities
- Award levels
- Evaluation process and criteria
- Whom to contact
- Other submission requirements

## **4. Determine your personnel needs**

Identify required personnel both by function and, if possible, by name. Contact project consultants, trainers, and other auxiliary personnel to determine availability, Acquire written permission to include them in the project; and negotiate compensation. Personnel compensation is important budget information.

## **5. Work out your timeline for preparing proposal**

Factor into your schedule time to write multiple drafts, solicit the project officer for review of your draft, gather relevant and permissible materials, and prepare an impartial critique of your proposal for clarity, substance, and form.

## **6. Work out your budget**

You will be required to prepare a budget that addresses three basic questions:

What are the legitimate expenses required to complete your project?

What assets do you plan to commit to the project?

Subtracting assets from expenses, how much money do you need to support the project?

Expenses include any legitimate costs required for the successful completion of your project. You will be expected to give detailed information about the cost of personnel (salary), materials (supplies), facilities and communications. It is better to obtain actual numbers, including estimates from contractors, than to leave everything to guesswork. You may be asked to provide a narrative explanation of line items in addition to an overall project budget, spread out by year, or other term-length.

## **7. Plan to meet the submission deadline**

Plan to submit your proposal on or preferably before the deadline.

Know the funder's policies on late submissions, exceptions, and mail delays.

Find out how the funder will notify you about the receipt and status of your proposal.

## **TEMPLATE FOR PREPARING PROJECT PROPOSALS**

**I. Project Cover sheet** – include contact information, project director, project period, indigenous population that your organization represents or works with, and project summary

**II. Organizational history, mission, vision and structure** – include a few brief paragraphs explaining how your organization was established, its mission, vision and structure, as well as its record of working on indigenous issues

**III. Background and analysis of the problem to be addressed** – provide an analysis of the field, what are the existing gaps and challenges, and what exactly is the problem to be addressed? Which indigenous peoples are affected by this problem and how can the proposed project/program help address the issue?

**IV. Proposed goal, objectives, target population and implementation plan** – What is the overall goal of the program/project, and what are the objectives? How will the project be implemented?

**V. Annual project budget** - provide a line item budget in US\$ with short narrative explanations for each line item, which can be footnoted to the budget. A sample budget is attached on the following page.

<b>SAMPLE Project Budget Outline</b>		US\$
		<b>UN Fund</b>
<b>10 Project Personnel *</b>		
<b>11.50 Consultant(s)</b>		
11.51 Consultant 1	150\$/month*10months	1500
11.52 Consultant 2	150\$/month*10months	1500
<b>13.00 Administrative Support</b>		
13.01 Financial officer	450\$*10months	
13.02 Administrator	400\$/month*10months	1500
<b>15.00 Official Travel</b>		
15.01 Travel in 7 districts	120\$/month*10months	1200
<b>Project Personnel</b>		
<b>19.00 Component Total</b>		<b>5700</b>
<b>30 Training**</b>		
<b>33.00 In-service Training</b>		
33.01 Rent of the workshop facilities	100\$*9workshops	900
33.02 Handout preparation	50\$*9workshops	450
33.03 Refreshments	100\$*9workshops	900
33.04 Coordination fee for the districts	50\$*9districts	450
33.05 Stationery	50\$*9workshops	450
33.06 Transportation for the workshop	50\$*9workshops	450
33.07 Per diem/Accommodation	80\$*8workshops*5people	3200
33.08 Info sheets	200\$*3types(500copies each)	600
<b>39.00 Component Total</b>		<b>7400</b>
<b>40 Equipment***</b>		
<b>41.00 Expendable Equipment</b>		
41.01 Toner/Printer cartridge	100\$/month*10months	1000
41.02 Stationery	50\$/month*10month	500
<b>42.00 Non-Expendable Equipment</b>		
42.01 PC Computer & Printer	1500\$	1500

<b>49.00Component Total</b>		<b>3000</b>
<b>50Miscellaneous</b>		
51.00Operation, Maintenance, Repair of equipment	30\$/month*10months	300
52.00Publications of the tool keet	2\$/copy*1000copies	2000
53.00Sundry and communications	100\$/month*10months	1000
<b>59.00Component Total</b>		<b>3300</b>
<b>99.00 Grand Total</b>		<b>19400</b>
<b>Narrative to budget line items:</b>		
* <b>Project</b> Personnel - the project will require two consultants to implement the workshops manage logistics		
** Training - the <b>project</b> objectives will be met by undertaking 9 workshops on capacity bu the above costs		
***Equipment - the organization would require the following equipment in order to prepare		

**VI. Attachments:** Overall organizational budget (operating budget)

List of other potential sources of support (if any)

By-laws of association/organization, where appropriate

**\* Note: This template is intended to serve as a sample to assist in writing a project proposal. The organization should feel free to use other formats, as long as all the above-mentioned elements are included in the proposal. Project proposals should be no longer than 10 pages, although shorter proposals would be preferred.**