

Loyola University Grant Writing Workshop Content

November 11 and 13, 2014

Finding Grants and Developing Grant Proposals – *What You Need to Know*

Workshop Objectives

By the end of the workshop, participants will: (a) understand where to find grants; (b) improve their knowledge of the grant proposal development process; (c) know how to “read” and understand grant applications; and (d) learn the critical elements required to submit successful grant proposals.

SESSION 1 – November 11 (1:00-4:00 p.m.)

1. Understanding grant applications and the development process
 - Definitions and terminology – File 1
 - Types of grants (public and private sector funding) – File 2
 - Understanding how grants are awarded – from the funders perspective
2. Conducting the grant search
 - Review of public and private grant databases and resources – File 3
 - Practice session
3. Steps to planning (before and during the grant development process)
 - Planning overview – File 4
 - Logic Model – File 5
 - Development schedule – File 6
 - Evaluation – File 9
4. Proposal development overview
 - Guidelines and requirements for the private sector
 - Guidelines and requirements for the public sector
5. Resources (online) – File 3
6. Assignment: Select a grant to review or work on during Thursday’s session

SESSION 2 – November 13 (1:00 – 4:00 p.m.)

1. Review of Resources – File 3
2. Letters of inquiry and pre-applications versus full proposals
3. Submitting grants electronically versus hard copy
 - Electronic grant submission websites:
 - a. Grants.gov - <http://www.grants.gov/>
 - b. National Science Foundation (NSF) Fastlane - https://www.fastlane.nsf.gov/NSFHelp/webhelp/fastlane/FastLane_Help/fastlane_help.htm
 - c. NIH –eRA Commons - <http://grants.nih.gov/grants/submitapplication.htm>
 - d. Private sector websites (example only) - <https://donorsforum.org/resources/chicago-area-common-grant-application>
4. Case Studies: Selected based on participant grant focus
5. Budgets – Files 7 and 8
6. Monitoring and Reporting
7. Participants begin work on their own grant applications

NOTE: Workshops require Internet accessibility. Participants will access the Loyola server in order to retrieve the *Grant Resources* materials so they should bring a flash drive with the files downloaded or save the files to their computers. **Tablets and mobile phones will not work very well for this workshop.** They will also need to save additional information downloaded from websites for reference later. Group size limit is 25.

Definitions¹

- Request for Proposals (RFP): a grant application request. This also may be RFA (Request for Applications), PA (Program Announcement), NOFA (Notice of Funding Availability), or SGA (Solicitation Grant Announcement)
- Bidders Conference (also called Webinar or Information Workshop): a conference designed to provide information and define requirements for a specific grant
- Best Practice or Evidence-Based Program: those strategies and programs deemed research-based by scientists and researchers and which have been shown through substantial research and evaluation to be effective
- Matching Funds: a percent of the grant funding request to be used from either in-kind or donated funds of state, federal or private sources of the applicant
- Solicited and Unsolicited Proposals (see types of grants handout)
- CFDA (Catalog of Federal Domestic Assistance)
- IRB (Institutional Review Board)
- OMB – Office of Management and Budget:
Circulars: <http://www.whitehouse.gov/omb/circulars/index.html>
- CFR – Code of Federal Regulations
- EDGAR - Education Department General Administrative Regulations:
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Federal Register: Published by the Office of the Federal Register, National Archives and Records Administration (NARA), the Federal Register is the official daily publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other presidential documents. <http://www.gpoaccess.gov/fr/index.html>
- Philanthropy: Donating to charitable causes

¹ Note: Definitions are for the Grant Development Workshop. Updated 1/27/14

Types of Grants

Block Grant - Lump sum of money given to a state or local governing agency based on a formula to be spent in generally eligible areas. Purposes are broadly defined and few restrictions are mandated from the funding source. Restrictions can be imposed by the re-granting agency.

Categorical Grant – Federal government grants for “narrowly-defined purposes”, which could either be for projects or based on a formula.

Collaborative Grant – Sometimes called a consortium grant. Funds are given to a collaborative effort of more than one agency to accomplish a specific goal. One of the agencies is chosen as a fiscal agent and is responsible for implementation of the proposal. Another of the agencies may be chosen as the operating agency.

Competitive Grant – Grants awarded through a competitive process.

Demonstration Grant - A sum of money given to implement a pilot program so a determination can be made as to the usefulness of the program.

Discretionary Grant – Sometimes called a “project grant”. Funds are awarded at the “discretion” of the federal government in selecting an applicant/recipient organization or awardee. Funds are given to the secretary of state or federal department for special projects, emergencies, demonstration, etc.

Earmark - reference to the Congressional Record where the awards are written into the legislation specifically with the grant applicant's name, activity and dollar amounts.

Formula Grant - Funds given under specific guidelines based on population, enrollment, per capita income or a specific need.

Planning Grant - Funds are given as "seed money" to establish a program or plan. This money will not be used to actually implement the program. Usually the Program Announcement will differentiate between an Planning Grant and an **Implementation Grant**.

Program Related Investments – Loans made to non-profits with low interest or no interest. Usually provided for building projects.

Research Grant - Funds given to pay for research and experimentation.

Technical Assistance - The expertise available from any granting agency to assist grant seekers to overcome problems of planning and administration.

Unsolicited Proposal – Grants that you submit that were not invited by a government agency or private foundation (example: <http://ies.ed.gov/funding/unsolicited.asp>)

Updated: 1/27/14

FUNDING FOR COLLEGES AND UNIVERSITIES **On-line Grant Resources - 2014¹**

Federal Grants and Notification

- Find grants: <http://www.grants.gov/> or <http://www.grants.gov/web/grants/home.html>
- Receive daily notifications: <http://www.grants.gov/search/subscribeAll.do>
- Education
 - Grants: <http://www.ed.gov/grantapps>
 - Grant Forecast: <http://www2.ed.gov/fund/grant/find/edlite-forecast.html>
 - Institute of Education Sciences (IES) - research: <http://ies.ed.gov/funding/overview.asp>
- Health & Human Services:
 - <http://www.hhs.gov/grants/>
 - <http://www.acf.hhs.gov/hhsgrantsforecast/>
 - National Institutes of Health (NIH): http://grants.nih.gov/grants/about_grants.htm
 - Also see funding link: <http://grants.nih.gov/grants/guide/index.html>
- Science, Technology, Engineering & Math (STEM)
 - National Science Foundation (NSF) for undergraduate students: http://www.nsf.gov/funding/education.jsp?fund_type=1
 - NSF Recent/current opportunities: http://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=rcnt
- Psychology:
 - American Psychological Association: <http://www.apa.org/science/about/psa/2014/10/funding.aspx>
 - NIH (search psychology): <http://grants.nih.gov/grants/guide/index.html>
- Political Science:
 - http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5418
- Sociology:
 - http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5369
- Institute of Museum and Library Services:
 - Eligibility: http://www.ims.gov/applicants/eligibility_criteria.aspx
 - Grants: http://www.ims.gov/applicants/available_grants.aspx
- Humanities/Democracy:
 - Humanities: <http://www.neh.gov/grants>
 - Democracy: <http://www.ned.org/grantseekers>

State Grants

State Agencies: <https://www.illinois.gov/sitepages/agencies.aspx>

Examples:

- Illinois Board of Higher Education: <http://www.ibhe.org/Grants/default.htm>
- Illinois Criminal Justice Information Authority: <http://www.icjia.state.il.us/public/index.cfm?metasection=grants>
<http://www.icjia.state.il.us/grantopportunities/>
- Illinois Department of Human Services: <http://www.dhs.state.il.us/page.aspx?>

Foundation Center: <http://fdncenter.org/funders/> . Largest databases of private funders for non-profit philanthropy.

Grantsmanship Center: <http://www.tgci.com/>

- State-by-State search:
 - Illinois: <http://www.tgci.com/funding-sources/illinois>
 - Other states (see map): <http://www.tgci.com/funding-sources>

Other Public and Private Grant Search Databases (sources may require membership fees for some services)

- Fundsnet: <http://www.fundsnet.com/>
- University of Michigan (excellent source for organizations or individuals):
 - Federal Agencies: <http://staff.lib.msu.edu/harris23/grants/federal.htm>
 - Arts: <http://staff.lib.msu.edu/harris23/grants/3arts.htm>
 - Education: <http://staff.lib.msu.edu/harris23/grants/2educat.htm>
 - ✓ Student Achievement (example):
<http://www.luminafoundation.org/grants.html>
 - Precollege Scholarships (grants for individuals):
<http://staff.lib.msu.edu/harris23/grants/3precol.htm>
 - Libraries: <http://staff.lib.msu.edu/harris23/grants/2lib.htm>
 - Political Science: <http://staff.lib.msu.edu/harris23/grants/3polisci.htm>
 - Psychology: <http://staff.lib.msu.edu/harris23/grants/3psych.htm>
 - Religion and Social Change:
<http://staff.lib.msu.edu/harris23/grants/2religio.htm>
 - Sociology: <http://staff.lib.msu.edu/harris23/grants/3sociolo.htm>
- Grants Alert: <http://www.grantsalert.com/>
- Grants Station (non-profits): <https://www.grantstation.com/public/about.asp>
- Philanthropy News Digest: <http://www.philanthropynewsdigest.org/>
 - RFPs: <http://www.philanthropynewsdigest.org/rfps>
- American Political Science Association (APSA):
<http://www.apsanet.org/content.asp?contentid=1>
- Inside Higher Ed (look for grants):
<https://www.insidehighered.com/search/site/grants>
- The Chronicle of Philanthropy:
<http://philanthropy.com/section/Guide-to-Grants/270/>
- Open Education Database:
http://oedb.org/ilibrarian/100_places_to_find_funding_your_research/
- GetEdFunding: <http://www.getedfunding.com/>

Other Resources for Education

- Higher Ed (eCampus News): <http://www.ecampusnews.com/>

Proposal Development (some links are repeated from above)

- Sample from the Federal Department of Education (discretionary grants): http://www.ed.gov/admins/grants/apply/techassist/resource_pg4.html
- Federal Department of Education Forms list: <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>
- University of Wisconsin: <http://researchguides.library.wisc.edu/content.php?pid=16143&sid=108666>
- Non-Profit Guides: <http://www.npguides.org/index.html>

Evaluation, Budgets and Reporting

- Evaluation Resources
 - Kellogg Foundation Evaluation Handbook: <http://www.wkkf.org/resource-directory/resource/2010/w-k-kellogg-foundation-evaluation-handbook>
 - Tools from the University of Wisconsin Cooperative Extension: <http://www.uwex.edu/ces/pdande/evaluation/index.html>
- Grant Budgets
 - Federal Budgets and Accountability: Office of Management and Budget Circulars for public and private agencies and organizations: <http://www.whitehouse.gov/omb/circulars/>
- Foundation Center and “Grantspace”
 - Home Page: <http://grantspace.org/about-grantspace>
 - Grants for Higher Education (digital edition): <http://marketplace.foundationcenter.org/Publications/Digital-Grant-Guides/Grants-for-Higher-Education-2014-Digital-Edition>
 - Budget Information and Templates: <http://grantspace.org/Tools/Knowledge-Base/Nonprofit-Management/Establishment/Budget-examples>
- Grant Reporting - see individual granting agencies or funders for requirements: – Requirements are either listed in the application package, posted on the websites, or can be obtained by contacting the program officer or private foundation director.

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