GRANT WRITING BASICS

Project Description

Why is the program/project needed?

What is the problem?

Who will benefit?

What is the timeline?

Goals

What are the goals?

Goals are broad statements of what you wish to accomplish.

Goals are broad, general, intangible, and abstract.

GOALS (continued)

A goal is really about the final impact or outcome that you wish to bring about.

Use words such as decrease, deliver, develop, establish, improve, increase, produce, and provide.

Objectives

What are the objectives?

An objective is a step toward accomplishing a goal.

In contrast to the goal, an objective is narrow, precise, tangible, concrete, and can be measured.

Objectives (continued)

Use the S.M.A.R.T. method of writing your objectives. Specific, Measurable, Attainable, Realistic, and Time-bound.

Keep the following in mind when preparing your objectives:

- State your objectives in quantifiable terms.
- State your objectives in terms of outcomes, not process.
- Objectives should specify the result of an activity.
- Objectives should identify the target audience or community being served.
- Objectives need to be realistic and capable of being accomplished within the grant period.

Budget

Personnel – Principal Investigator/Project Director, Program/Project Coordinator, Undergraduate Students

Fringe Benefits – for full-time employees, this equals 40% of salary

Travel – Airfare, meals, hotel, conference fees, etc.

Equipment – lab equipment, media carts, etc.

Contractual – consultants, evaluators, lecturers, etc.

Supplies – paper, computers, software, assessment tools, etc.

Other – Advertising, postage, printing, stipends, etc.