

# **HOW TO WRITE A GOOD GRANT PROPOSAL PART 1**

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# Section 1: Meaning of Grant and Grant Proposal

- Grants are monetary donations from government and non-governmental agencies to individuals and organizations for a specific purpose.
- Grants are not loans and are awarded based on specific requirements and intended use.
- Grants are treated on the basis of fund accounting principles.
- Grant proposal is a document that individuals and organizations submit to receive funding for a specific purpose.

# **Section 2: Essential Tips for Grant Writing Proposals**

## **1. Find the right opportunities.**

- Check websites of organizations.
- Check other publications.

## **2. Understand the requirements.**

- Who is qualified?
- What documents are required to be attached?
- What is the format for writing?
- When is the deadline for submission?

### **3. Plan the process**

- Know the organization's budgets and any adjustments.
- Review past proposals if any.
- Assemble the necessary documents.
- Assign task.
- Create files.

### **4. Assemble the right team**

- Get qualified people with required skills.
- Get the necessary tools.

## **5. Develop SMART goals**

- Specific
- Measurable
- Achievable
- Realistic
- Time bound

## **6. Bring in Experts**

- Do not be afraid to ask for outside help

## **7. Give anecdotes**

- Provide a short account of a real incident or person, often humorous or interesting
- It must be capable of stimulating pathos.

## **8. Follow the guidelines**

- Provide exactly what the grant guidelines require.
- Providing less will negate your chances
- Providing more will also negate your chances.

# **Section 3: Components of a Grant Proposal**

## **1. Cover Letter:**

- This is a brief introduction to establish your connection with the potential grant-giver.
- Contains summarized surface interests of your proposal and the context of your organization.
- Address this section to a specific individual or entity that is expected to be the grantee.

## 2. Proposal Summary

- Provides a high-level overview of entire grant proposal. This is similar to abstract of an academic work. It should bring about the most important aspect of each section such as:
  - history/mission
  - needs statement
  - project plan
  - budget and
  - evaluation
- Expected Length: 1 – 2 paragraphs (about 1/2 a page)

### **3. History/Mission:**

- This section describes your organization or individual asking for fund.
- It also describes the organization's overall mission and how the current project fits into the mission.
- It is expected to include a brief history and major milestones in your organizational timeline.
- If you work in many areas, you should hone in on the particular aspect that most qualifies your organization to administer the project you are requesting for funding.
- Expected length: 1 paragraph (about 1/4 page).

#### **4. Organizational Capacity:**

- Highlight your organizational accomplishments, why you are strong candidate for funding.
- Stress major press highlights and successful similar projects administered by the organization.
- If your work covers a number of areas, you should hone in on the specific aspect that most illustrates your Organization's ability to administer the project you are seeking funding for.
- Expected Length: 1 paragraph (about ¼ page).

## 5. Needs/Problem Statement

- This section outlines the problem you are attempting to solve through your project.
- It should provide an indepth information about the issues your project hopes to address.
- It should be clear, definite and convincing because fund providers want to ensure that their money goes to worthy or deserving areas.
- It is good for this section to contain both quantitative and quantitative data that relate specifically to your project.
- Expected Length: 1 – 3 paragraphs (about 1 page).

## **6. Goals, Objectives and Outcomes**

- Specify how solving the issue at hand will constitute to societal improvement or benefit grantees.
- It may also include minor details about future funding the Organization may require to achieve the specified goals and objectives.
- Make your goals, objectives and outcomes SMART.
- Expected Length: 1 – 2 paragraphs or preferably a bulleted list of 3 – 5 goals with corresponding objectives and outcomes.

## **7. Project plan**

- Explain your methodology for execution of the project. Exactitude is required here because fund providers would be interested in knowing how you intend to use.
- Explain key staff who will be involved in the implementation.
- Highlight any key partners who may be involved and how you plan to collaborate with external stakeholders if necessary.
- Expected Length: 4 – 7 paragraphs (about 1 page).

## 8. Evaluation

- This should reflect how you intend to measure the goals, objectives and outcomes.
- A plan of evaluation should show how you intend to ensure that you will spend money appropriately.
- It should also show how you plan to improve your project based on the data you gather.
- Expected Length: 1 – 2 paragraphs (about  $\frac{1}{4}$  page).

## 9. Budget

- This includes a detailed list of items the grantee is funding and how much you plan to distribute to each item.
- It can be a table or a written description so long as it thoroughly details each planned expense.
- Correlate the items in the budget section with those in the project plan.
- Expected Length: The length and detail required for a budget will vary based on a number of factors. However, it is good to have a budget overview on a file that can be captured in one spreadsheet.

## **10.Sustained Impact**

- In this section, describe what happens when your project has a successful impact on the target area.
- Describe how the impact may be sustained.
- You can accomplish the impact with supporters, and if so, make sure to explain where the grant funders you are applying to fits into the network of support.

## **11.Sign the document**

- At the end of the proposal, include your signature and print your name with other basic information about you or your Organization e.g title, email, phone number, etc.

**THANK YOU FOR  
LISTENING.**