

# **PREPARATION AND SUBMISSION OF A GRANT PROPOSAL**

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# INTRODUCTION

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What is preparation? Webster's Dictionary defines preparation as the act, process or operation of preparing. Submit is defined as to present for the consideration, decision, or approval of others. Therefore, preparation and submission of a grant proposal entails the process of preparing a grant proposal for submission to the grantor for approval.

# **PARTIES IN A GRANT PROPOSAL**

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Grantor is the person, organization or government agency that offers the grant opportunity. Grantee is the person, organization or institution that seeks the award of a grant.

## **NEXUS BETWEEN A GRANTOR AND A GRANTEE**

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Commonality or mutuality of interest is the nexus between the grantor and the grantee. In other words, for the grantee to succeed in crafting the award-winning grant proposal, he must convince the grantor that he shares a common or mutual interest with the grantor in the successful execution of the project. That a successful execution of the project will translate into a win-win situation for both parties.

## WHAT TO PREPARE FOR?

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The starting point in preparing a grant proposal is the grantor's grant announcement or Request for Proposal (RFP). The announcement will contain vital information about the grantor, pre-award criteria, the details of the project to be executed, the submission deadline, the submission methods, etc. in order to adequately prepare the grant proposal, the grantee should carefully study the grant announcement and strictly comply with the requirements.

Failure to ensure that the grant proposal aligns with the grantor's announcement RFP will translate to failure.

## WHAT TO SUBMIT?

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A grantee is expected to submit a complete grant proposal to the grantor within the submission deadline stipulated in the grant announcement. A complete grant proposal should carefully address all the requirements stipulated in the grant announcement or RFP. It should also be submitted timely in order to be accepted for consideration by the grantor.

# CONCLUSION

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Preparing a grant proposal is similar to a job seeker preparing for a job interview. It is a very competitive process. No stone should be left unturned in order to craft an award-winning grant proposal and submit it timely for the grantor's approval.

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**THANK YOU**