

Proposal Development



Miner & Minter

Pre-proposal Contact

Two benefits:

- Verify info in your research
- Build bridges

Steps to follow:

- Write for forms/guidelines
- Call a past grantee
- Phone a prior reviewer
- Contact the program officer

Write for the Forms & Guidelines

- # Request a list of past grantees/reviewers
 - Get general info on types of reviewers
 - Will help match style of writing to level of reviewers
- # Avoid specifics in the letter
- # Title to specify request for info, not grant application itself
 - Add stamped, addressed envelope

Call a Past Grantee

- # Based on info in step 1, contact a prior grantee
- # Ask:
 - Did you contact the sponsor before writing the proposal?
 - Who did you find most helpful?
 - Did you use any special advocates?
 - Did the funding source review a pre-proposal or draft prior to final submission?

Call a Past Grantee

- # Was there a hidden agenda to the program's guidelines?
- # What materials did you find most helpful in developing your proposal?
- # Did you have a site visit?
- # How close was your initial budget to the awarded amount?
- # What would you do differently next time?

Call a Past Reviewer

- # How did you get to be a reviewer?
- # Did you review the proposal at the funding source or at home?
- # Did you follow a particular point or scoring system?
- # What were you told to look for?

Call a Past Reviewer

- # How would you write a proposal differently now that you have been a reviewer?
- # What were the most common mistakes you saw?
- # How much time did you have to read them?
- # Was there a staff review following your peer review?

Contact the Program Officer

- # Briefly describe your project, stressing objectives & outcomes
- # Be prepared to answer the following:
 - Will the project tell us anything new?
 - Is this area already heavily funded?
 - Will the results make a significant difference?
 - Will the study have relevance beyond the current scope?
 - Does the project really answer the questions addressed in the proposal?

Getting Started:

Begin a clip file with examples of:

Finding public grants	Objectives
Finding private grants	Methods
Developing ideas	Evaluation
Redefining ideas	Dissemination
Uniqueness	Budget
Advocates	Appendixes
Introduction	Summary/abstract
Problem	Dealing with outcomes

Refine Proposal Ideas

- # Use info gleaned from pre-contacts to better match interests
- # Four different approaches:
 - Subject matter area: minority education vs. education
 - Project locations: neighborhood to national
 - Constituency groups served: might be specialized, e.g. minorities, aged, etc.
 - Types of grants: challenge, consulting, etc.

Describe Organization Uniqueness

- # What makes you unique?
- # What do you have to offer?
- # What do you do better than others?

- # Identify a reason why you are the best choice!

Locate Grant Contacts

- # Networking
- # Survey contacts inside/outside your organization

Types of Proposals: Letter/Full

Full proposal

- 15-100 pages
- Could contain: cover letter, title page, abstract, introduction, need/problem, objectives, methods, evaluation, dissemination, budget appendixes

Letter proposal

- Letter form, 2-5 pages