

GRANT WRITING

J. Willard Marriott Library

University of Utah

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IMPORTANT STEPS BEFORE STARTING

Your Project

- What Do You Want to Accomplish?
- Why Is It Important?
- Who Will Benefit?

What We Will Cover Today

- Getting Started – Where to Find Information
- Writing the Proposal
- Submitting Your Proposal

Researching Potential Funding Sources

- Informational Resources (Print, On-line)
- Researching Potential Foundations / Government Agencies
 - Subject & Geographic & Institutional Requirements
- University of Utah Regulations, Office of Sponsored Research and the Office of Development

Executive Summary

- State Your Problem and Solution
- Identify Your Funding Requirements
- Promote the University, Your Department, and Your Expertise

Statement of Need

- The Question (Problem) and Issues the Project Addresses
- Supporting Facts and Statistics

Project Description

- Goals

- Broad, general statement of what your project will accomplish

- Objectives

- Measurable outcomes in a specified period of time

Project Description (cont.)

- Staffing and Administration
- Methods
- Evaluation
 - Measure the outcome or product
 - Analyze the process

Information About You and the Institution

- Your CV
- Your Department
- The University

Supporting Materials

- Letters of Support
- Financial Documents

Budget

- Expenses
 - Personnel
 - Non-personnel
 - Overhead
- Income (Fees)
- Budget Narrative
 - Notes to budget for unusual items

Submitting Your Proposal

- Initial Contact
 - Beginning of a partnership
 - Telephone contact

The Answer is YES !!

- Write a Thank You Letter
- Keep the Foundation / Government Agency Informed
- Submit Reports as Required
- The Renewal Request

Your Proposal is Refused

- Don't Take it Personally
- Find out Why
- Inquire about the Prospect for Future Funding
- Move on – Seek Other Prospects

Print & Online Resources

- Resources at the J. Willard Marriott Library
Grant Directories, General Reference, 3rd floor,
J. Willard Marriott Library
- Private Foundations on the Web:
<http://fdncenter.org/funders/grantmaker/index.html>
- Practice Grant Writing
<http://fdncenter.org/learn/shortcourse/prop1.html>
<http://fdncenter.org/learn/orient/intro1.html>

Need help finding Information?

Ask a Librarian

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Based on Material from the Foundation Center Library