

# **Grant Writing for Park and Recreation Professionals**

# GRANT WRITING FOR PARK AND RECREATION PROFESSIONALS

Eddie Hill and Ron Ramsing

Misty Allen

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# ABOUT THE AUTHORS

Eddie Hill is an associate professor in the Outdoor & Community Recreation Education program at Weber State University. He earned his Ph.D. from the University of Utah with a focus on youth development and diabetes management. Eddie has worked as a middle special education teacher, in the commercial recreation sector, and the non-profit area. His research interests include: youth development, outdoor education, camp, health, out of school time programming, and motivation for diabetes management. He has strong record of scholarship in the area of youth development and health & wellness. Eddie has over 25 years experience as a challenge course facilitator, Outward Bound field staff, and educator. He has worked as a middle special education teacher. He is also a Certified Park and Recreation Professional. Eddie currently lives in Ogden, UT with his wife Laura, son Aiden, and dog Clark where they enjoy spending time outdoors.

Ron Ramsing is a professor and Fellow for Faculty Development in the College of Health and Human Services at Western Kentucky University. He has worked for several not-for-profit, federal, and commercial organizations to include a state fish and wildlife agency. With over 25 years of experience in the field, his research has most recently focused on positive youth development, organized camping and youth with type 1 diabetes, international education outcomes, leadership,

and sustainability issues. Ron has co-authored two books, over 45 publications, more than 100 presentations at the state, national, and international level. He received his undergraduate degree from the University of Oregon, his M.S. from the University of Northern Iowa, and his Ph.D. from the University of Utah. In his spare time, Ron enjoys hiking, camping, and traveling with his daughter, Ellie, and wife, Lisa.

## PART I

# PART 1 - GETTING STARTED

A baffled professor once came to my office with the written critiques they had received from reviewers of a failed proposal. One of them included this killer remark: “Reads like a journal article.” While there are many reasons grants go unfunded, this book will assist you in writing successful grants, avoiding some of the pitfalls we, as well as others, have made while writing small foundation to larger federal grants. Grants are becoming increasingly competitive, so it is essential to think through this process more critically than before. Fundamentally, you are trying to sell your idea, so it’s important to be an effective communicator, on paper and in person. This chapter will help to provide the foundation of what is to be expected of you in order to be successful in the grant writing game.

# CHAPTER 1 - INTRODUCTION

How great would be if you had an amazing project that you wanted to share with the world because you knew it would make it better? Well, there are steps to getting that great project out there and getting money for it so that you do not have to pay for everything yourself. Yes, it will take time, a few skills, some sleepless nights, a few rejections, and a persevering and resilient attitude. However, with this course, you can do it! Whether it is a program you are creating and passionate about, an organization looking to support the local community, or even a school looking to support student success and professional development, a grant might be the ticket to making those goals a reality. During times of change, increased accountability, and an era of limited resources, securing extramural funding may be the difference between offering a new program that meets an emerging need or terminating a service. This course will explore the components, keys, and steps to effective grant writing, the importance of collaboration, and tips on where and how to locate funding. Through the course, you will create a repository of information that will be helpful when submitting a grant. Students will leave with a plan and the resources to access potential grants.

## **The Importance of Being a Competent Grant Writer**

The first key to starting the writing process for a grant is to not overthink it. You will need to make sure that your idea sounds interesting and is of value to the granting agency. It is key not to use jargon or any sort of whimsical phrasing while you construct your masterpiece. The reason for this is granting agencies may not have the background that you have regarding important outcomes, theoretical frameworks, etc. Rather, granting agencies want the best grant that will represent their company while serving some aspect of the local community. The second step is to remain positive, yet persuasive. You want to be able to sell yourself and your idea as best you can without conveying an ego. Tips for this include sharing stories that relate to your grant and the outcomes involved, use phrasing and words that align with the agency (while remaining true), and including graphics that may narrate an idea better than words. A final point about grant writing is to be authentic and genuine in what you present. Never present outside of your scope of practice or what you know. Make sure that your research is current and that you are providing up-to-date facts, figures and other pertinent information in your application. More tips about writing success will be covered in later chapters.

## **Where to begin**

Congratulations! You have decided to apply for a grant that will help promote and further your idea or agenda. You must know that there are two approaches to seeking a grant. One is reactive and one is proactive. Reactive

grants are developed for responses from requests for proposals (RFP) and proactive grants are ones that identify appropriate funding sources for specific projects, problem-solving initiatives and/or programs. In either of these cases, you must know your audience. Yes, your audience. Who are you writing to and who is it that you are interested in helping? These are the people that you are catering to and for in this instance. You need to know the people you want to help so you can explain why the money that is being given to you will assist in your cause. If you don't know the need of your participant base, how are you going to explain why you need the money?

Once you can explain what you need the money for and how you will use it, you will need to provide line items of how the funding will be used. This is called a budget. Make sure you know all of your costs, because things like indirect costs (IDCs) or facility & administrative costs (FAs) can cut into your budget and take away from what funds you need to run your program, project or activity. There are some other costs that you can account for that do not impact your budget, for example volunteer hours can be counted as a monetary contribution; however, that will be discussed in a later chapter.

There are visual portions of the grant that need to be submitted as well. The visual portions are the logic model, a visual representation of the budget and your evaluation. Each of these pieces will be discussed in later chapters, however, you should know that they are needed to complete this application process. Once you have this information written up, make sure that your grant funder is aligned with your vision, mission and

values. If the funder's ideals and values are different from your organization, then accepting the funding means that you will be compromising what your organization values or accepting someone else's values over your own. Remember that all money is not good money. Keep yours and your organization's integrity intact for future grants. Remember to keep track of all the grants that you research and apply for. Future grant funders would like to know your track record for applying and receiving grants. You will also want to keep a list so that you know which grants you have already applied for if they do not provide repeat funds.

What do basketballs and grant proposals all have in common? They all get rejected, so do not feel bad if your first try is not accepted. Sit down, rethink and rewrite it and you will be on your way to getting the funding that you desire for your program. Let's get started!

At the end of this course, students should be able to:

1. articulate the keys, steps and processes to effective grant writing.
2. identify a variety of funding sources relevant and applicable to the three pillars of parks and recreation.
3. articulate, identify, and frame current issues in a way that will lead to a successful grant submission.

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## PART II

# CHAPTER 2 - LOCATING POSSIBLE FUNDING SOURCES

Locating the right funding source takes time, as it should. If done correctly, it increases your chances of getting funding. If your concept “fits” the organization’s mission/vision, and you met the deadline and delivered a well-written proposal (following all of the instructions), the likelihood of getting funded is much higher. Much of the grant writing process is looking for the best fit from a funder. This takes time. There are various ways to locate these sources. This chapter will walk you through the process of locating possible funding sources.

# APPLICATION

## 2.1 - CRITICAL READING FORM

### Application 2.1

#### Critical Reading Form (CRF)

##### **Overview:**

The goal of using this form is to have you gain a deeper understanding of the content, assess its strengths and weaknesses, and form well-supported opinions and interpretations. The CRF allows you to engage differently with the reading as you explore the author's arguments and perspectives all the while helping you develop analytical and critical thinking skills.

##### **Assignment:**

Source (e.g., book, grant, journal article, RFP, needs assessment, etc.):

--

Organization (if applicable):

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**.

**Based on this reading, I learned:**

**The content of this reading aligns with the funding agency because:**

**Identify several recommendations to strengthen this proposal/document:**

**A question I still have or something I wonder about is:**

**If a grant, this project should/shouldn't be funded.  
Please support your response:**

**Terminology – please identify key terms relevant to the reading.**

**Question stems – select four. Based on concepts presented in the reading or previously discussed in class, fill in the blanks in the questions stems below. You do not have to answer the questions.**

- How would you use \_\_\_\_\_ to \_\_\_\_\_?
- What is an example of \_\_\_\_\_?
- Explain why \_\_\_\_\_?
- What do you think would happen if \_\_\_\_\_?
- What is the difference between \_\_\_\_\_ and \_\_\_\_\_?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- What is a possible solution to the problem of \_\_\_\_\_?
- What conclusions can you draw about \_\_\_\_\_?
- How does \_\_\_\_\_ affect \_\_\_\_\_?
- In your opinion, which is best \_\_\_\_\_ or \_\_\_\_\_? Why?
- What are the strengths and weakness of \_\_\_\_\_?
- Do you agree or disagree with the statement:

\_\_\_\_\_? Support your answer.

- How is \_\_\_\_\_ related to that we studied earlier?



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<https://uen.pressbooks.pub/grants/?p=53#h5p-1>

# APPLICATION

## 2.2 - IDEA GENERATION

### Application 2.2

#### Grant Proposal Basics – Idea Generation

##### **Overview:**

The building block metaphor provides a structured and intuitive framework from which to better understand and navigate the complexities of grant writing. There are incremental steps and an interconnectedness to each section of a grant proposal so as you reflect on each building block, consider how it is related to previous components.

##### **Assignment:**

Picture the following scenario. You walk into the office after lunch on a Monday afternoon and your supervisor asks if you have a few moments to talk about an exciting idea that would help better serve a particular population of interest. As it turns out, your supervisor has been

charged with coming up with several ideas on how to better meet the needs of a group and you are asked to help develop some thoughts. Several of your colleagues are invited to engage in the conversation although there is little direction on how to move forward. How do you start?

A typical approach to generate ideas includes facilitating a brainstorming session. However, the nuances of effective brainstorming can significantly impact the outcomes. Consider the following steps to effectively generate ideas or expand understanding around a particular idea (Jordan & Ramsing, 2017).

- Set clear guidelines – ensure everyone involved clearly understands the purpose and goals behind the session. Consider setting a time limit (e.g. 3 minutes per section with the exception of the evaluation) and attempt to limit the scope of the issue to help with focus.
- Suspend judgment during the process; create a noncritical atmosphere where all have a voice and can contribute.
- Freewheel – generate and record as many ideas as possible. Go for quantity and remember, there are no poor ideas at this stage. Use a board or paper to show the ideas so all can see what is being produced.
- Build upon each other's ideas.
- After the creative brainstorming session, start the evaluative process to determine merits of the ideas. Based on the list and your knowledge of the scenario, what items are feasible? What items will likely not work?

Now let's brainstorm some ideas. Using the process described above, in a small group generate ideas on the following topics (plan to freewheel for 3 minutes and discuss feasibility of ideas for 4 minutes):

- Student engagement in education
- Increasing youth physical activity
- Global warming
- Food insecurity
- Increase in anxiety and mental health challenges of students
- Addressing national trend impacting university student enrollment

### **Alternative:**

Brainstorming for solutions is a common way to generate or refine ideas for a grant. Alternatively, brainstorming for questions rather than answers (e.g. solutions) can be beneficial as a means to explore a topic in-depth and break down cognitive bias (Gregerson, 2018). By focusing on questions versus answers, we can be better positioned to be creative in our thinking. The process is similar to brainstorming and includes the following steps (Gregerson, 2018).

- Gather a group and frame the discussion as an opportunity to view a topic from a different lens. It is helpful to include people who are not specialists in the particular area. Start by spending **two** minutes to share or frame the problem. No need to go into too much detail. Next, share the crucial rules – participants can only contribute questions and there are no

preambles or justification for pitched questions. It is helpful to frame questions that are short, open ended, simple. Breakthrough questions are often based on ideas that go beyond basic recall.

- Brainstorm the questions. Set a timer for **four** minutes and as a group generate as many questions possible about the topic. Each question should be displayed for the group to read may it be on a computer, white board, or flip chart. The key is to not answer the questions nor censor what is being said. Use the process as fodder to build off what others are saying or start a new train of thought. The emphasis is on the quantity of questions.
- Review and identify pathways that are feasible and may work to address the foundational issue. The pathways can be a channel for great grant writing ideas.

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# **APPLICATION**

## **2.3 - BEFORE YOU WRITE**

### **Application 2.3**

#### **Locating Possible Funding Sources – Developing an Idea**

#### **Before You Write**

##### **Overview:**

Great ideas lead to possible sources of funding. For some, the grand idea is the impetus for writing a grant; for others the process of refining an idea is what leads to the foundation of a grant. Regardless of the approach, it is important to get your proverbial ducks in a row before the starting the writing process. Doing your homework in advance of writing can save time and may help focus your attention on areas that need further development. Consider the following as you start to give life to your idea develop the idea for your grant.

## Assignment:

Intertwined are tips and questions (some rhetorical) that will lead to building a strong foundation when it comes to writing the grant. Provide a brief response to the statements that follow QUESTION.

- If you were to meet someone on the sidewalk and in conversation shared your passion about a grant **idea**, could it be refined into a short, engaging, and inspiring statement?
- QUESTION – In one to two sentences, what is your idea that will be the foundation for the grant?

- What are the **goals** and **objectives** of the project? While the G&O will be refined in detail later, it is helpful to have a firm direction of where the project is headed and the steps necessary to achieve the overarching goals.
- QUESTION – Write one goal with two or three supporting objectives.

- Understanding **why** the project is needed. Consider the following:
- Does the proposed idea solve an existing problem?
- Although you may be passionate about the idea,

does it have street cred or is it supported by existing supports (e.g. literature)?

- How is the proposed idea a significant improvement over current practice? Explain.
- Will the proposed resolution to the challenge/problem lead to additional issues that will need to be addressed?
- QUESTION – How does the proposed idea enhance current practice?

- QUESTION – Will the proposed idea resolve the challenge/issue? If yes, how do you know?

- Gathering **background information** and familiarizing yourself with current literature can assist in better understanding the scope, best and next practice, as well as hurdles that may emerge as the challenge/issue is addressed.
- Do a search of previously awarded projects or work that is similar to your idea. What stands out as being innovative or something that could benefit your idea? What did you find that you did not previously consider?
- What does the current knowledge base/current literature say about the scope of the challenge/issue?
- QUESTION – Identify several relevant articles

that provide a helpful perspective or important information useful to addressing the proposed challenge/issue. Provide citations below.

- QUESTION – What other initiatives have been used to address the challenge/issue (provide relevant information)? What initiative(s) stand out as being a model and something you may adapt for your use?

- Issue popularity matters for funders.
- What are some **new** approaches/ideas/twists applicable to the challenge/issue?
- What are some **innovative** approaches/ideas/twists applicable to the challenge/issue?
- QUESTION – based on the literature, what new or innovative approach appears to be needed?

- While passions often reign supreme for developing grant ideas, funders also look at the credentials of those who are seeking support and implementing programs. Why are you best suited to do the project?
- QUESTION – Identify key skills that uniquely

qualify you to lead the project? Discuss specifically the skills and experience of the team who will be assisting with the grant and program implementation.

- While your passion runs high for addressing the issue/challenge, who else is interested in the project and/or outcomes?
- QUESTION – Of the internal and external actors, who is invested in the idea and outcomes and why.



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<https://uen.pressbooks.pub/grants/?p=64#h5p-2>

# APPLICATION

## 2.4 - SEARCH SITES

### Application 2.4

#### Locating Possible Funding Sources – Searching Sites

##### Overview:

In the latest report by Giving USA total U.S. charitable giving reached \$499.33 billion in 2022 (Giving USA, 2023). Although giving declined 3.4% from 2021, only the fourth time in 40 years, resources are available to fund grants – we just need to locate possible sources. Yet it is important to remember that locating prospective funders necessitates solid ideas that address specific needs/challenges. In other words, funders invest in people and programs to make a difference and it is our obligation to align with the mission and core values of prospective foundations.

While a logical next step in locating prospective funders may include a web search, there are some additional options that can help you gauge the funding

landscape. As a starting point, consider adding your name to listservs and/or sign up for an email subscriptions that share funding alerts from foundations that match your interests. For example, if you are interested in youth development, there are numerous federal listservs and nonprofit listservs that can connect you with people and ideas around a similar theme (<http://www.ed.gov/news/newsletters/listserv/preventioned.html>). To stay current on topics such as health, for example, consider adding your credentials to receive funding alerts from organizations such as Robert Wood Johnson Foundation; the emails provide a variety of engagement opportunities that may be helpful in grant preparation. The next step is to focus on websites that can help provide you with prospective funding options.

### **Assignment:**

To help familiarize yourself with the myriad sources of funding, a deep dive into grant-based web sites is a great starting point. Based on your general interest idea for a grant, locate possible funding sources from the sites you find (not comprehensive). For each response:

- Indicate the name of the prospective funder,
- Include the URL to the funder, and
- Briefly describe why you believe the source may be a good match (e.g., aligns with mission, focus of foundation, etc.)

### **Local Community Foundations**

- In your browser, search to determine if there is

a community foundation in your area (e.g., community foundations in Bowling Green, KY).

- Name:
- URL:
- Match:
- State

Search [Fundsnet.services.com](http://Fundsnet.services.com). Find a state and see what populates based on your area of interest.

- Name:
- URL:
- Match:
- Federal

Go to [grants.gov](http://grants.gov) and in upper left corner, search grants.

- Name:
- URL:
- Match:

**Subscription Databases.** There are several powerful databases available to users although they are behind paywalls. Some sources are best accessed through an intuition of higher learning such as a local university or college. Consider the following:

- COS Pivot ([https://pivot.proquest.com/funding\\_main](https://pivot.proquest.com/funding_main)). Pivot is a powerful research tool that provides a database with extensive options for funding.
- Foundation Directory Online (<http://foundationcenter.org/find-funding/fdo-quick-start>). The Foundation Directory is a user friendly source that allows the grant writer to

search by topic, geographic region, foundation type, to name just a few.

### References

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## PART III

# CHAPTER 3 - RESEARCHING AND PLANNING FOR SUCCESS

Once you have located possible funding sources, it is time to narrow your selection down to the funds you will go after and to prioritize these so that you can focus on one fund at a time. One of the most important factors for securing grants is to understand each funding organization's mission, goals and needs. It is important to also thoroughly research their past areas of support, so you have a clear understanding of what grant proposals have been successful in the past.

Part of your plan for success will include starting a relationship with the potential funder (i.e., program officer) before writing the grant. Program officers can share the review criteria for scoring the grant application and other very helpful information that will help position you for success. This will help you to further determine whether the solicitation requirements are a fit with your project and determine if your organization is indeed eligible. Finally, grant writing is a collaborative approach, be ready to work with a team!

This chapter will give you the tools you need to research proper grants and to plan for success.

# APPLICATION

## 3.1 - CRITICAL READING FORM

### Application 3.1

#### Critical Reading Form (CRF)

**Overview:**

The goal of using this form is to have you gain a deeper understanding of the content, assess its strengths and weaknesses, and form well-supported opinions and interpretations. The CRF allows you to engage differently with the reading as you explore the author's arguments and perspectives all the while helping you develop analytical and critical thinking skills.

**Assignment:**

Source (e.g., book, grant, journal article, RFP, needs assessment, etc.):

--

Organization (if applicable):

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**.

**Based on this reading, I learned:**

**The content of this reading aligns with the funding agency because:**

**Identify several recommendations to strengthen this proposal/document:**

**A question I still have or something I wonder about is:**

**If a grant, this project should/shouldn't be funded.  
Please support your response:**

**Question stems – select four. Based on concepts presented in the reading or previously discussed, fill in the blanks in the questions stems below. You do not have to answer the questions.**

- How would you use \_\_\_\_\_ to \_\_\_\_\_?
- What is an example of \_\_\_\_\_?
- Explain why \_\_\_\_\_?
- What do you think would happen if \_\_\_\_\_?
- What is the difference between \_\_\_\_\_ and \_\_\_\_\_?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- What is a possible solution to the problem of \_\_\_\_\_?
- What conclusions can you draw about \_\_\_\_\_?
- How does \_\_\_\_\_ affect \_\_\_\_\_?
- In your opinion, which is best \_\_\_\_\_ or \_\_\_\_\_? Why?
- What are the strengths and weakness of \_\_\_\_\_?
- Do you agree or disagree with the statement: \_\_\_\_\_? Support your answer.
- How is \_\_\_\_\_ related to that we studied earlier?



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# APPLICATION

## 3.2 -

# COMMUNICATION

# SKILLS

### Application 3.2

#### Communication Skills

**Overview:**

Communicating your idea to funders is key! This exercise will assist you identifying strategies to help tell you story.

**Assignment:**

Identify 10 characteristics needed for effective communication (five oral and five written). Give an example of a time where you have observed effective and ineffective strategies based on your list.

1.

2.

3.

4.

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9.

10.





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<https://uen.pressbooks.pub/grants/?p=88#h5p-3>

# APPLICATION

## 3.3 -

# RELATIONSHIPS

### Application 3.3

### Relationships

#### Overview:

Establishing relations and partners are critical for a success grant. This takes time, effective communication, and the ability to tell your story.

#### Assignment:

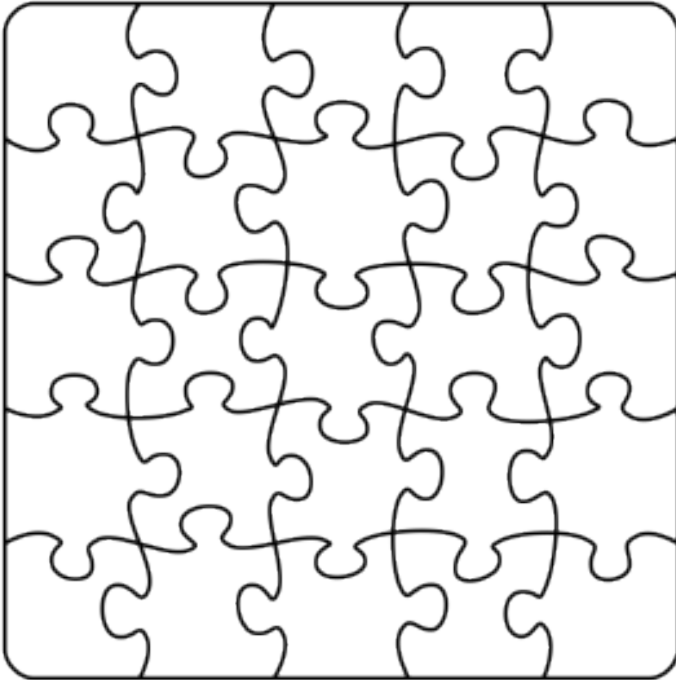
**Create relationships with funders, donors, and partners – what about internal actors?**

#### *Example:*

**REACH Weber:** *Primary Children's Hospital- Intermountain Diabetes Clinic; University of Utah- Health Diabetes and Endocrinology Center; Lions Clubs of Multi-District 28*

**With whom and how will you initiate**

**relationships? Who are your allies? How will you maintain the relationships? Each puzzle piece represents a contact – how did you do?**



Application 3.3 image



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version of the text. You can view it online here:  
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## PART IV

# CHAPTER 4 - WRITING TIPS FOR SUCCESS

If you are used to Academic Writing, such as theory and thesis, you will need to shift your approach, when writing grants. This chapter will help you consider such things as:

- Emphasizing a plan of action and drawing the reader into the realm of that action, so the reader understands how your proposal is important to them.
- Conveying how your project idea will support and/or advance the funding agency's mission and goals and/or the goals listed in the request for proposal.

It will also provide writing guidance and tips to ensure that you can provide a polished, well-written proposal.

# APPLICATION

## 4.1 - CRITICAL READING FORM

### Application 4.1

#### Critical Reading Form (CRF)

##### Overview:

The goal of using this form is to have you gain a deeper understanding of the content, assess its strengths and weaknesses, and form well-supported opinions and interpretations. The CRF allows you to engage differently with the reading as you explore the author's arguments and perspectives all the while helping you develop analytical and critical thinking skills.

##### Assignment:

Source (e.g., book, grant, journal article, RFP, needs assessment, etc.):

--

Organization (if applicable):

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**.

**Based on this reading, I learned:**

**The content of this reading aligns with the funding agency because:**

**Identify several recommendations to strengthen this proposal/document:**

**A question I still have or something I wonder about is:**

**If a grant, this project should/shouldn't be funded. Please support your response:**

**Question stems – select four. Based on concepts presented in the reading or previously discussed, fill in the blanks in the questions stems below. You do not have to answer the questions.**

- How would you use \_\_\_\_\_ to \_\_\_\_\_?
- What is an example of \_\_\_\_\_?
- Explain why \_\_\_\_\_?
- What do you think would happen if \_\_\_\_\_?
- What is the difference between \_\_\_\_\_ and \_\_\_\_\_?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- What is a possible solution to the problem of \_\_\_\_\_?
- What conclusions can you draw about \_\_\_\_\_?
- How does \_\_\_\_\_ affect \_\_\_\_\_?
- In your opinion, which is best \_\_\_\_\_ or \_\_\_\_\_? Why?
- What are the strengths and weakness of \_\_\_\_\_?
- Do you agree or disagree with the statement: \_\_\_\_\_? Support your answer.
- How is \_\_\_\_\_ related to that we studied earlier?



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<https://uen.pressbooks.pub/grants/?p=97#h5p-1>

# APPLICATION

## 4.2 -

# TERMINOLOGY

# EXERCISE

### Application 4.2

### Terminology Exercise

#### List of Action Verbs

#### Overview: Writing style

Follow grant guidelines – details matter

- Use active voice, first person, and active verbs
- Write with a positive tone to convey energy and a positive attitude.
- Write short declarative sentences
- Use simple language vs. technical jargon

Explain why your project matters ...

- Picture the reader – friendly, fair, and educated – yet ignorant of the needs in your community
- Use compelling facts and stories
- Write persuasive rhetoric

#### Grants are investments

- Boards want smart investments
- Speak the Funders language

#### Write to excite

- Use language from the RFP or foundation call

#### **Assignment:**

Select two terms from each of the eight categories (e.g., management) below. Next, write a sentence for each action verb that could be used in a grant proposal.

**1. Management/ Leadership**

administered	enforced	organized
analyzed	enhanced	originated
appointed	established	overhauled
approved	executed	oversaw
assigned	generated	planned
attained	handled	presided
authorized	headed	prioritized
consolidated	hired	produced
contracted	hosted	recommended
controlled	improved	reorganized
converted	incorporated	replaced
coordinated	increased	restored
decided	initiated	reviewed
delegated	inspected	scheduled
developed	instituted	streamlined
directed	managed	strengthened
eliminated	merged	supervised
emphasized	motivated	terminated

1.

2.

**2. Communication/ People Skills**

addressed	discussed	observed
advertised	drafted	outlined
arbitrated	edited	participated
arranged	elicited	persuaded
articulated	enlisted	presented
authored	explained	promoted
clarified	expressed	proposed
collaborated	formulated	publicized
communicated	furnished	reconciled
composed	incorporated	recruited
condensed	influenced	referred
conferred	interacted	reinforced
consulted	interpreted	reported
contacted	interviewed	resolved
conveyed	involved	responded
convinced	lectured	solicited
corresponded	listened	specified
debated	marketed	suggested
defined	mediated	summarized
developed	moderated	synthesized
directed	negotiated	translated

1.

2.

3. Research Skills

analyzed	experimented	located
clarified	explored	measured
collected	extracted	organized
compared	formulated	researched
conducted	gathered	searched
critiqued	identified	solved
detected	inspected	summarized
determined	interpreted	surveyed
diagnosed	interviewed	systematized
evaluated	invented	tested
examined	investigated	

1.

2.

#### 4. Teaching Skills

---

adapted	encouraged	motivated
advised	evaluated	persuaded
clarified	explained	set goals
coached	facilitated	simulated
communicated	focused	stimulated
conducted	guided	taught
coordinated	individualized	tested
critiqued	informed	trained
developed	instilled	transmitted
enabled	instructed	tutored

---

1.

2.

**5. Helping skills**

adapted	counseled	insured
advocated	demonstrated	intervened
aided	diagnosed	motivated
answered	educated	provided
arranged	encouraged	referred
assessed	ensured	rehabilitated
assisted	expedited	presented
cared for	facilitated	resolved
clarified	familiarize	simplified
coached	furthered	supplied
collaborated	guided	supported
contributed	helped	volunteered
cooperated		

1.

2.

6. Financial/ Data Skills

administered	computed	marketed
adjusted	conserved	measured
allocated	corrected	planned
analyzed	determined	programmed
appraised	developed	projected
assessed	estimated	reconciled
audited	forecasted	reduced
balanced	managed	researched
calculated		retrieved

1.

2.

**7. Creative Skills**


---

acted	drew	invented
adapted	entertained	modeled
began	established	modified
combined	fashioned	originated
conceptualized	formulated	performed
condensed	founded	photographed
created	illustrated	planned
customized	initiated	revised
designed	instituted	revitalized
developed	integrated	shaped
directed	introduced	solved
displayed		

---

1.

2.

**8. More verbs for Accomplishments**


---

achieved	improved	restored
completed	pioneered	spearheaded
expanded	reduced (losses)	succeeded
exceeded	resolved (issues)	surpassed

---

1.

2.



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<https://uen.pressbooks.pub/grants/?p=108#h5p-5>

# APPLICATION

## 4.3 - PROPOSAL

### DESCRIPTION

#### Application 4.3

#### Proposal Description

##### Overview: Writing style

##### Follow grant guidelines – details matter

- Use active voice, first person, and active verbs
- Write with a positive tone to convey energy and a positive attitude.
- Write short declarative sentences
- Use simple language vs. technical jargon

##### Explain why your project matters ...

- Picture the reader – friendly, fair, and educated – yet ignorant of the needs in your community
- Use compelling facts and stories
- Write persuasive rhetoric

### Grants are investments

- Boards want smart investments
- Speak the Funders language

### Write to excite!

- Use language from the (Request for Proposal) RFP or foundation call

### **Assignment:**

Write a paragraph (you can even use your new action verbs!) of 5-7 sentences that describes your proposal. Try to convince the reader of its importance (remembering they may know nothing about your topic). Once done, trade with a partner... read each other's work and provide a peer-review.

### **Example:**

*Recreation services for youth with type 1 diabetes can serve as a fun conduits for diabetes education while also providing fertile environments for cohort studies to understand and improve quality of life. The [Recreate, Educate, Advocate, and Climb Higher \(REACH\)](#) Weber program, is a new Utah-based, year-around recreation service serving youth with T1D and their families through the promotion of healthy lifestyles. Studies have supported the notion that attending medical specialty recreation programs can provide positive outcomes for children with chronic illnesses (Hill et al.,*

*2019). Participants who attend specialty camp programs have feelings of being “just a kid” and appreciate being the majority within their peer group unlike their everyday life (DiDomizio, & Gillard, 2018). It will include year-round monthly program, 5-day Tween/Teen Day Camp on a college campus, and a Family Diabetes camp that unlike existing diabetes camps, includes T1D youth up to age 18. REACH, through a partnership with Primary Children’s Hospital, Weber State, the University of Utah, and the Lions Clubs, will provide the only comprehensive programming of diabetes education, recreation, wellness, and psychosocial development available in Utah.*



An interactive H5P element has been excluded from this version of the text. You can view it online here:

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## PART V

# CHAPTER 5 - ARTICULATING YOUR STATEMENT OF NEED

This chapter focuses on articulating your statement of need or problems. The objective here is to make sure the reviewers understand exactly why your project is needed and important. Gathering information or data from the literature helps to justify the need for your project and can be very useful in helping the reviewer see how your project addresses the identified need or helps to solve a problem. This chapter will help you learn how to write a well-articulated Statement of Need or Problems section.

# APPLICATION

## 5.1 - CRITICAL READING FORM

### Application 5.1

#### Critical Reading Form (CRF)

##### **Overview:**

The goal of using this form is to have you gain a deeper understanding of the content, assess its strengths and weaknesses, and form well-supported opinions and interpretations. The CRF allows you to engage differently with the reading as you explore the author's arguments and perspectives all the while helping you develop analytical and critical thinking skills.

##### **Assignment:**

Source (e.g., book, grant, journal article, RFP, needs assessment, etc.):

--

Organization (if applicable):

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**.

**Based on this reading, I learned:**

**If a grant, the content of this reading aligns with the funding agency because:**

**Identify several recommendations to strengthen this proposal/document:**

**A question I still have or something I wonder about is:**

**If a grant, this project should/shouldn't be funded.  
Please support your response:**

**Terminology – please identify key terms relevant to the reading.**

**Question stems – select four. Based on concepts presented in the reading or previously discussed in class, fill in the blanks for the questions stems below. You do not have to answer the questions.**

- How would you use \_\_\_\_\_ to \_\_\_\_\_?
- What is an example of \_\_\_\_\_?
- Explain why \_\_\_\_\_?
- What do you think would happen if \_\_\_\_\_?
- What is the difference between \_\_\_\_\_ and \_\_\_\_\_?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- What is a possible solution to the problem of \_\_\_\_\_?
- What conclusions can you draw about \_\_\_\_\_?
- How does \_\_\_\_\_ affect \_\_\_\_\_?
- In your opinion, which is best \_\_\_\_\_ or \_\_\_\_\_? Why?
- What are the strengths and weakness of \_\_\_\_\_?
- Do you agree or disagree with the statement:

\_\_\_\_\_? Support your answer.

- How is \_\_\_\_\_ related to that we studied earlier?



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# APPLICATION

## 5.2 - GRANT

### RATIONALE

#### Application 5.2

#### Grant Rationale

##### **Overview:**

The key to an effective grant application is a well-crafted and logical rationale. A rationale that is compelling, leads the reader, and clearly states what needs to be addressed provokes a response from the reader and has the power to secure funding. Conversely, a weak idea and/or poorly drafted rationale can dissuade funders from digging deeper and examining a grant in detail – they have left the party before it even started. A rationale, sometimes referred to as statement of need, need statement or problem statement, is the foundation for a grant. It should connect the agency with a prospective funder (e.g. mission), state specifically who or what is being served/addressed, provide evidence that supports the cause, and all the while being realistic. A

strong rationale is easy to follow, does not use jargon, and paints a picture of what can be.

### **Assignment:**

Below are several examples of rationales that were used in grant applications; both projects were funded by foundations. After reading each rationale, answer the following ten questions. Next, using your understanding of a successful rationale, compare and contrast the two rationales to include positive attributes and areas of improvement.

#### **Questions for each Rationale**

What is the problem/need? How do you know it is a problem?

Is the problem pressing and something that needs to be addressed? Why does it need to be addressed now?

Does the need statement use comparative data (e.g. year to year)? Is it effective?

Is the support in the rationale current, credible, include

qualitative and quantitative data on the nature, size, and scope of the need to be addressed?

What is the target population of the program?

Why should your organization be selected to address the problem/need? Explain.

Is there evidence that the problem statement is connected to the prospective funders mission? Explain.

Does the statement explain how your organization, given its history, size, and resources, can address the problem in a meaningful way? Explain.

Is the writing style clear, concise, and easy to follow? Explain areas for improvement..

Explain what parts of the problem statement are compelling, persuasive, and engaging. Is it too wordy, about right or needs elaboration? Explain.

### Comparison question

- What elements of each rationale stand out as being informative and helpful in making the case for funding? Explain.

- What areas are distracting and/or areas for improvement? Explain.

- What data/stats are missing that would help support the case?

- Of the two rationales, which one would you support and why?



### **Rationale 1 – Pilot Environmental Education Program**

We request \$25,000 from the Fund to establish a pilot program in environmental education for underserved youth at Parker Bennett Community Center in Bowling Green, KY. The pilot program will utilize the resources at the McChesney Field Campus (MFC) to include a newly constructed pavilion and outdoor classroom. The aim of the program is to introduce underserved youth to the out-of-doors through experiential learning that will either complement what they currently do in the school classroom (science, art, reading, etc.) or fill a void due to deficiencies in their curriculum. The ultimate goal is to scale the initiative to serve elementary school age (e.g. 5<sup>th</sup> and 6<sup>th</sup> grade) in the Bowling Green and Warren County Kentucky School Districts.

### **Benefits of Environmental Education**

While there is clear evidence that youth who participate in environmental education (EE) programs gain knowledge about the environment, the true benefits are much broader. In a study analyzing over 119 peer-reviewed articles between 1994 and 2015 on the benefits of EE, the findings suggest enhancement in overall academic performance, critical thinking skills, and the development of personal growth and life-building skills such as confidence, autonomy, and leadership (Ardoin et al., 2017). The study further shows an increase in civic

engagement – an invaluable outcome that can provide youth with a voice.

While the benefits of EE are well established, they are only as good as youth have access to natural resources. The racial and economic disparities in communities profoundly impact the access and use of natural resources. The historical exclusion of people of color from public lands and natural places has had a long-term impact on behaviors and views of outdoor spaces (Rowland-Shea et al., 2020). Moreover, legacies of exclusion have impacted “visitation to national parks and other public lands and participation in outdoor recreation, as well as causes people of color to feel unwelcome or in danger in nature.” (Rowland-Shea, 2020, p.1). Fortunately, the evidence points that being outdoors (even without involvement in an environmental education program) is invaluable for youth and enhances overall health and cognitive function, strong motor coordination, reduced stress, and enhanced social skills (Strife, & Downey, 2009). The proposed environmental education program could be a start in addressing access to natural places for underserved populations.

## **Pilot**

The initial program will serve youth of Parker Bennett Community Center – a public parks and recreation center primarily serving youth who reside in Section 8 housing. The community center was selected because of the population they serve and an existing relationship with the leadership. The Center is in need of programming assistance and has limited resources to engage youth in natural settings. Based on formative and

summative findings, the program will be scaled to serve more youth in elementary schools with the hope of building a sustainable outdoor program for environmental education.

### **McChesney Field Campus**

The McChesney Field Campus (MFC) is a 130 acre outdoor education site nestled between the Green River and Indian Creek; the Mary Frances Kindell Pavilion is the centerpiece of the facility and includes a classroom, covered open air pavilion, and restrooms. The unique forested area has 3.5 miles of hiking trails; two primitive campsites; a canoe storage facility; a spring; two caves; and multiple cultural sites including a cemetery, stone walls, ferry landing, and ruins of an old home site.

### **Rationale 2 – Bike Friendly Program**

We are requesting \$5,000 to sponsor a three-day training workshop to certify bike safety instructors (i.e. League Certified Instructors or LCI) who will subsequently implement riding/safety clinics (e.g. bike rodeos) in the Bowling Green, KY community.

### **ORGANIZATION INFORMATION**

Western Kentucky University is a public comprehensive institution that consists of five academic colleges serving nearly 17,000 students. Undergraduate students may select from 93 academic majors, over 77 minors, and 21 certificates. The Graduate School at WKU offers 92 degrees and certificate programs. The bike safety workshop is the first phase of a Bike Friendly

initiative that will be based out of the School of Kinesiology, Recreation, and Sport (KRS), part of the College of Health and Human Services. The initiative was conceived and supported by several key university and community stakeholders to include WKU Parking and Transportation, WKU Sustainability office, Bowling Green Metropolitan Planning Organization, and the School of KRS.

## RATIONALE

Survey after survey in the Bowling Green community shows high demand for improved walking and biking facilities and increased pedestrian and cycling safety. One way of measuring progress towards becoming bicycle friendly is to pursue “Bicycle Friendly” status through the League of American Bicyclists. The “Bicycle Friendly Communities” and “Bicycle Friendly Campuses” programs certify communities based on five evaluation criteria:

- **Enforcement:** presence and enforcement of bicycle friendly laws (such as a 3’ distance laws for vehicles passing cyclists)
- **Education:** public education, outreach, adult cycling courses and secondary school programs
- **Engineering:** bicycle facilities such as bike lanes, Greenways and bike racks, access to mass transportation
- **Evaluation:** incorporating bikes into the transportation planning process
- **Encouragement:** Sponsoring rides and events that promote cycling, having an active advisory group, having an active cycling club

In general, Bowling Green scores pretty well on most of the evaluation criteria except for Education. Our current education efforts are a patchwork of community volunteers loosely organized through BikeWalkBG (formerly the Greenways Commission) in Planning and Zoning. As a community, we are lacking a network of trained instructors who can conduct bicycle skills development and bicycle safety courses.

The goal of the Bicycle Friendly initiative at WKU and in the surrounding community is twofold: increase the number of cyclists while decreasing the number of bicycle crashes and fatalities in the area and to improving overall health and wellness of campus and community members. The goals are timely and important because the report card on bike friendly states ranks Kentucky at 43<sup>rd</sup> (out of 50) and grades the state low on community health metrics. By improving the safety for bicyclists and increasing physical activity of riders, many accidents (i.e. injury/death by car bike collisions), health conditions and diseases can be reduced.

## **DESCRIPTION OF THE WORK/SOLUTION**

This Bike Friendly initiative seeks to fill the education gap by sponsoring several individuals at WKU and in the Bowling Green community to become certified League Cycling Instructors (LCIs). Each sponsored LCI will conduct a minimum of three outreach programs per year in the WKU, Bowling Green or South Central Kentucky area. This can include civic groups, school groups or public events, such as the Bike Rodeo event at the annual Arbor Day celebration at Kereiakes Park, a local municipal park.

We are seeking to develop a stable program by housing it at the WKU School of Kinesiology, Recreation and Sport. This project aligns with the educational mission of the School and incorporates faculty and student engagement. Faculty will not only serve as certified instructors, they will also conduct applied research to learn the effectiveness of the education programs and information that can be useful in shaping public policy. Students in the program will get hands on experience both in the research and in helping to coordinate the outreach programs themselves.

We are working with several community partners, the City, the County and civic groups to support this project. Several entities will be providing in kind support of equipment, transportation and storage space, while others will be providing personnel to become LCIs themselves. We're also working with the local cycling club, the Bowling Green League of Bicyclists, who is interested in supporting bike safety initiatives.

With LCIs in the Bowling Green area, we can develop a "train the trainers" program that will not only sustain this program in Bowling Green, but will spread bicycle safety skills in communities wherever the LCIs may travel.

## **PROJECT BENEFITS**

The benefits of the LCI and Bike Friendly initiative are numerous and include the following:

- People who become LCIs will benefit personally by having acquired new cycling safety and teaching skills.
- Faculty involved in the program will benefit

from scholarly research as they work with students to assess constraints of bicycle use for youth, explore the intersection of bicycle use and wellness, and examine best practices for policy change for communities that are becoming bike friendly.

- Students involved in the program will benefit from hands-on experience in organizing outreach activities and conducting field research.
- Community members who partake in bike safety courses taught by the LCIs will benefit by acquiring bicycle safety skills.
- The Community will benefit by experiencing less bicycle related crashes and fatalities and improving it's bicycle friendly status.
- Participants who are active reap the benefit of increased wellness and reduce the risk of several diseases and health conditions.



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<https://uen.pressbooks.pub/grants/?p=121#h5p-7>

# APPLICATION

## 5.3 -

# STATEMENT OF NEED

### Application 5.3

#### Statement of Need – Using the Literature

##### Overview:

Using current literature to support your ideas is critical for a variety of reasons. First, being current demonstrates your knowledge of the field, issue or idea – this helps with credibility and may yield support from grant reviewers. Second, staying current with the literature can also help identify gaps that need to be addressed. These gaps can be the foundation from which to justify the need for a prospective funder. Third, staying up to date with the literature can also help expose different perspectives and ethical considerations for issues/topics that may not have been fully explored without first being immersed in the literature. For example, while the topic of sportsmanship may be

universally accepted as something we strive for with youth, immersion into the literature may show that there are many perspectives on this topic. The issues may range from the lack of consistent standards by sport (e.g. lacrosse versus soccer versus football), professionalization of youth sport (travel sports for youth), different cultural backgrounds, and an over emphasis on winning (Proulx, Macchia, & Akinin, 2023). Immersing yourself in the literature can assist grant writers in helping make a case for funding.

### **Assignment:**

In a small group discussion, please discuss sources you use to explore current literature – where do you turn to get current literature on a topic? Next, select either option 1 or 2 below and extract information from the source(s) that may help in drafting a rationale.

#### **Option 1:**

Mobile food pantries are a viable option to meet the growing issue of food insecurity. These pantries can literally meet people where they are – delivering nutritious food to individuals in need. Having adequate amounts of food for individuals and families is a real issue with an estimated 32 million individuals, including 5 million youth, being food insecure at some point in 2021 (Coleman-Jensen et al., 2022).

What are examples of data, statistics, and evidence that may help make the case that food insecurity is an issue? To answer this question find three different sources and provide a one or two sentence statement, using the data, that could help make the case.

Source #1 (using 7th edition APA format):

--

Statement #1:

--

Source #2:

--

Statement #2:

--

Source #3:

--

Statement #3:

--

Example of comparative data (e.g. comparing data from 2000 to 2020):

Example of qualitative data that may support the cause.

What data, stats or evidence helps establish a sense of urgency or importance for the issue?

**Option 2:**

Based on a topic of interest to you, jump into the literature and locate data, stats, or evidence (within the last five years) that provides support about the existence or importance of the issue.

Source #1 (using 7th edition APA format):

Statement #1:

Source #2:

Statement #2:

Source #3:

Statement #3:

Example of comparative data (e.g. comparing data from 2000 to 2020):

Example of qualitative data that may support the cause.

What data, stats or evidence helps establish a sense of urgency or importance for the issue?

## References

- Coleman-Jensen, A., Rabbit, M., Gregory, C., & Singh, A. (2022). Household food security in the United States in 2021. U.S. Department of Agriculture Economic Research Service. [https://www.ers.usda.gov/webdocs/publications/104656/err-309\\_summary.pdf?v=2718.6](https://www.ers.usda.gov/webdocs/publications/104656/err-309_summary.pdf?v=2718.6)
- Proulx, J., Macchia, L., and Aknin, L. (2023). Can repeated and reflective prosocial experiences in sport increase generosity in adolescent athletes? *Journal of Positive Psychology*, DOI: [10.1080/17439760.2023.2178955](https://doi.org/10.1080/17439760.2023.2178955)



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<https://uen.pressbooks.pub/grants/?p=123#h5p-8>

## PART VI

# CHAPTER 6 - WRITING YOUR PROJECT DESCRIPTION

Now that you have captured the attention of the grant reviewers with your abstract, and helped them to understand the need for your project, you will likely need to provide a detailed, step-by-step description of the scope of your entire project. This chapter will help you learn how to create a winning project description that will showcase your ability to execute the project to completion within the grant time frame.

# APPLICATION

## 6.1 - CRITICAL READING FORM

### Application 6.1

#### Critical Reading Form (CRF)

##### **Overview:**

The goal of using this form is to have you gain a deeper understanding of the content, assess its strengths and weaknesses, and form well-supported opinions and interpretations. The CRF allows you to engage differently with the reading as you explore the author's arguments and perspectives all the while helping you develop analytical and critical thinking skills.

##### **Assignment:**

Source (e.g., book, grant, journal article, RFP, needs assessment, etc.):

--

Organization (if applicable):

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**.

**Based on this reading, I learned:**

**If a grant, the content of this reading aligns with the funding agency because:**

**Identify several recommendations to strengthen this proposal/document:**

**A question I still have or something I wonder about is:**

**If a grant, this project should/shouldn't be funded.  
Please support your response:**

**Terminology – please identify key terms relevant to the reading.**

**Question stems – select four. Based on concepts presented in the reading or previously discussed in class, fill in the blanks for the questions stems below. You do not have to answer the questions.**

- How would you use \_\_\_\_\_ to \_\_\_\_\_?
- What is an example of \_\_\_\_\_?
- Explain why \_\_\_\_\_?
- What do you think would happen if \_\_\_\_\_?
- What is the difference between \_\_\_\_\_ and \_\_\_\_\_?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- What is a possible solution to the problem of \_\_\_\_\_?
- What conclusions can you draw about \_\_\_\_\_?
- How does \_\_\_\_\_ affect \_\_\_\_\_?
- In your opinion, which is best \_\_\_\_\_ or \_\_\_\_\_? Why?
- What are the strengths and weakness of \_\_\_\_\_?
- Do you agree or disagree with the statement:

\_\_\_\_\_? Support your answer.

- How is \_\_\_\_\_ related to that we studied earlier?



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<https://uen.pressbooks.pub/grants/?p=125#h5p-1>

# APPLICATION

## 6.2 - GOALS

## AND

## OBJECTIVES

### Application 6.2

#### Goals & Objectives Exercise

##### **Assignment:**

Create three project goals and corresponding objectives to meet each of those goals. Goals should be SMARTie: Specific, Measurable, Achievable, Realistic, Time bound, inclusive and equitable. When writing objectives, consider: ABCD: Audience (who is doing the action), Behavior (the action), Condition (how and/or when) and Degree (how well must the action be performed)

##### **Example:**

*Goal:* To introduce a year-around recreation education program for youth with type 1 diabetes

and their families to serve as a platform for healthy lifestyles.

*Objective:* Participants will identify three new healthy choices at each REACH session by sharing choices they can make that promotes effective diabetes management.

**Goal 1:**

--

**Objective 1:**

--

**Objective 2:**

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**Goal 2:**

--

**Objective 1:**

--

**Objective 2:**

**Goal 3:**

**Objective 1:**

**Objective 2:**



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<https://uen.pressbooks.pub/grants/?p=127#h5p-9>

# APPLICATION

## 6.3 - GRANT SEEKING

### Application 6.3

#### Grant Seeking Assignment

To further hone your new skills, please visit <https://www.grants.gov/web/grants/search-grants.html>. There you will find *hundreds* of grants to familiarize yourself with some of the federal agencies and their corresponding guidelines. Choose a grant that you find interesting and imagine how you might design and implement a project that aligns with the funding agency. Compose a sample Project Description and use the template above to include a logic model if applicable. Share with a colleague for proofreading and tips on potential improvements. REMEMBER: Be specific, be brief, make it clear that the project's goals align with those of the funding organization. If you'd prefer, you may choose to perform your own "edits" of the following example.

# APPLICATION

## 6.4 -

# STRATEGIES

### Application 6.4

### Strategies Assignment

#### **Assignment:**

Creating strategies (method, procedures or activities) is critical for planning- what will be your approach? The strategies explain how you will accomplish the work or satisfy needs of the program. Create a plan what you would do and how you would do it.

#### ***Example:***

*Collectively, the REACH program allows for youth impacted by T1D to have fun, connect with others, and learn about diabetes management year-around. The REACH program will encourage them to grow and develop certain psychological needs with each session they attend. Held on the Weber State*

*University and University of Utah campuses, this program adopts the [Camps on Campus](#) model by utilizing campus recreation facilities. This adds a unique piece to medical specialty programs because youth participants have the opportunity to interact directly with college-age volunteers (many who also have T1D) on the college campus. With this, they can observe how the older individuals have successfully managed their diabetes while being away from parents. This recreation-based program was created due to the gap in programming specifically for youth with diabetes. The Utah-based REACH program can positively impact hundreds of youth and their families. Plans for Utah-based REACH programming mirror our current services at our site in Virginia, and include three subprograms:*

### ***REACH Mini-camp Monthly Programs***

*The REACH monthly program is a community-based program for youth ages 6-18 with diabetes. Held on a campus, this program will offer the opportunity for youth with T1D to participate in fun and exciting activities. The REACH monthly program offers opportunities to socialize with friends, and speak to medical staff, recreation therapists, and college students. The REACH program will also share knowledge about proper nutrition and skills that assist in overcoming adversity. Although the program is designed for youth*

*with diabetes, participants are encouraged to bring along a friend or sibling to join the fun.*

### **REACH Family Day Camp**

*The REACH Family Camp is an action-packed weekend, also held on a college campus, but using off-site locations as well. This special retreat is for young people with diabetes, who are between the ages of 6 and 18 and their families (including parents, siblings and/or grandparents). Because this is a family weekend, one adult from each family must attend with the child. The goals of the weekend are to learn more about diabetes self-care management and to share experiences with other families.*

### **REACH Tween/Teen Camp**

*The REACH Tween/Teen Camp promotes healthy lifestyles and focuses on competence, independence, and friendships for youth ages 11-17. Campers develop these outcomes through various critical thinking, technical skills and physical challenges. The activities will help campers develop attributes such as competence, family citizenship, responsibility, teamwork, friendship skills, and diabetes management. These skills will be attained through cooperative activities co-led by Weber State University and the University of Utah students and faculty. REACH Teen University will take place on campus.*

**Your turn! What strategies will you utilize to implement the plan? How will you do it? (400 words).**



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<https://uen.pressbooks.pub/grants/?p=131#h5p-10>

# APPLICATION

## 6.5 - PEOPLE SERVED

### Application 6.5

#### People Served

**Please describe the strategy or method used to estimate the number and demographics of people who need the service and will be reached (400 words or less).**

***Example:***

*As an autoimmune disease, T1D causes the immune system to attack healthy beta cells that produce insulin to regulate blood sugar (Rewers et al., 2018) that typically presents in two adolescent peaks, between ages 4 – 7 and 10 – 14 ([ADA.org](https://www.ada.org), n.d.). Genetics, family environment, socio-demographics, and geographic factors can impact the onset of both diabetes types (Akesson et al., 2009; McCullough et al., 2021). Medical advancements combined with a decades long*

*push for patient agency through diabetes education and patient self-care have increased patient mortality (Dedding et al, 2014; Mistry et al., 2022), according to the ADA's "The Burden of Diabetes in Utah" (2021) the disease wreaks a devastating physical, emotional, and financial impact on those diagnosed and their families. In 2020 alone Utah hospitals recorded more than 1,200 emergency department encounters and 829 hospital admittances of patients under age 24 for diabetes mellitus related care (Public Health, n.d.).*

*According to the American Diabetes Association (2021), diabetes in Utah is epidemic. Approximately 8% of Utah's adult population has been diagnosed with diabetes, and those numbers increase annually (Lawrence et al., 2021; "The Burden of Diabetes in Utah," 2021). Up until 2018, national year over year increases in the pediatric diagnosis rate of T1D fell between 3% to 5% (Rewers et al., 2018), yet doctors at Salt Lake City's Primary Children's Hospital have reported a more than 25% increase in new onset diabetes cases from 2020 to 2021. Research has suggested that a recent infection of COVID-19 can trigger onset of T1D (Gujral et al., 2022), and the CDC's January 2022 Morbidity and Mortality Weekly Report estimates that children diagnosed with COVID-19 have a 30% – 150% higher risk of developing diabetes. Based on studies that 1 in 300 children will develop T1D (Rewers et al., 2018), the*

*prevalence of pediatric T1D in the project area is estimated at: Utah – 3,190 Combined metropolitan areas -1,878. The University of Utah Health and Primary Children’s Hospital is reporting a 25% increase in children diagnosed with diabetes (T1D and T2D) from 2020 to 2021. Worldwide, the number of people living with T1D is expected to double by 2040 (Gregory et al., 2022).*

**Your turn! Identify and describe the target population. How will you estimate the number of participants? How will they be included in the project?**



An interactive H5P element has been excluded from this version of the text. You can view it online here:

<https://uen.pressbooks.pub/grants/?p=133#h5p-11>

# **APPLICATION**

## **6.6 - LOGIC**

## **MODEL**

### **Application 6.6**

#### **Logic Model**

**Assignment:**

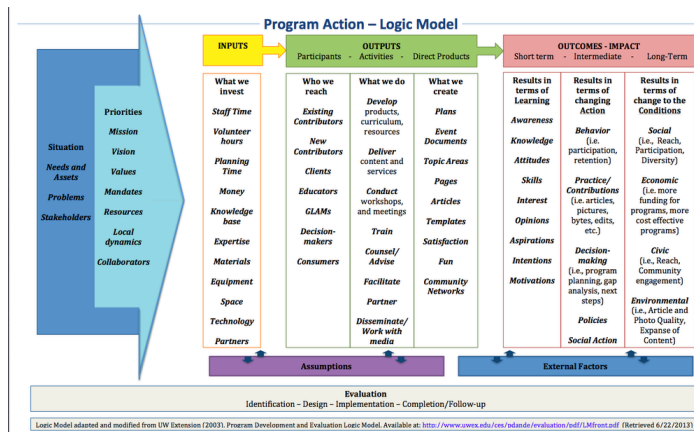
Review the description and examples below. Next create your own Logic Model based on your proposal/grant.

Process Components (planning elements)	Examples
<b>Inputs</b> (resources needed – what we invest)	Funding, staff, materials, volunteers, equipment, knowledge base, expertise, space, partners
<b>Activities</b> (services provided – what we do)	Activities we do, train, classes/programs co-mentor, build, supervise
<b>Outputs</b> (products of activities – what we create)	How many? Youth served? Classes? Users? Products, templates, fun, articles

---

Outcome Components (Intended effects)	Examples
<b>Short-term outcomes – learning</b> (immediate effects: weeks-months)	New knowledge and un new skills
<b>Intermediate outcomes – changing action</b> (intended effects that occur over the mid- term; months-years)	Confidence, changed at
<b>Long-term Outcomes – change to the condition(s)</b> (long-term intended effects: years-decades)	Reading at grade level, c status

---



Application 6.6 image 1 – Wiki exempld Logic Model

A blank logic model is available from the University of Wisconsin-Madison:

<https://logicmodel.extension.wisc.edu/files/2022/06/LM-worksheet.pdf>

## Media Attributions

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# APPLICATION

## 6.7 - WORK FLOW

### Application 6.7

#### Work Flow

**Project management & Work flow – who will be doing what and when will it be done?**

#### **Assignment:**

Please describe how the REACH Weber program and technical assistance will be managed. For example: Who will be the lead contact and/or will there be a team working on this project? How is that person or team positioned within the department or city (if applicable)? How much time will be devoted to the project? (400 words or less)

#### ***Example:***

*Drs. Eddie Hill and Ron Ramsing, from Weber State and Western Kentucky Universities, will be the lead contacts and co-directors of the REACH. During the*

*past 10 years, since the first REACH Camp was established, we generally have had twenty (20) or more Lions Clubs financially supporting the REACH Program each Lions Year. In addition, there have been at least 8-10 Lions Clubs represented during the Camp to assist with logistical needs, as well as providing water and snacks for campers during the daily activities. The Lions have also provided entertainment, first aid supplies and coordinated with the camp location to provide safety and security for the campers.*

*The Lions of Districts 28-U and 28-T will have numerous responsibilities relative to the planning and implementation of the Lions Diabetes Family Camp. It begins with the appointment of a Diabetes Camp Chairperson and Committee by the incoming District Governor each Lions Year. The Committee is responsible for assistance on developing the Camp Brochure and Registration Forms, as well as the distribution to the more than 30 Lions Clubs comprising Districts 28-U and 28-T.*

*Weber students will facilitate recreation activities for all three REACH programs (e.g., Tween/Teen Camp). The student volunteers are studying Outdoor Community Recreation Education (OCRE), Exercise Science, and Health Promotion, Nursing, and Physician's Assistant (PA). Their responsibilities will be tied to community-engaged service learning and volunteer hours. REACH camps are programmed into the respective course curriculum required for the OCRE degree. This service-learning component is considered one of the high-impact practices from the American Association of Colleges and Universities (AAC&U).*

*All staff and students participating will have*

*completed the appropriate screening and background checks required by state regulation to work at youth camps.*

*Primary Children's Hospital, U of U Health Diabetes Clinic, and other healthcare professionals will volunteer for REACH programing (e.g., Monthly activities).*

**Please describe how the project will be managed. Include the role of any additional community partners, how decisions will be made, which part of the community will benefit most and why it was chosen.**



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<https://uen.pressbooks.pub/grants/?p=27#h5p-12>

## PART VII

# CHAPTER 7 - FORMULATING YOUR EVALUATION PLAN

Funders want to support projects that are successful, so success must be defined and measurable. This chapter provides you with the tools you need to create an evaluation plan within your proposal.

# APPLICATION

## 7.1 - CRITICAL READING FORM

### Application 7.1

#### Critical Reading Form (CRF)

**Overview:**

The goal of using this form is to have you gain a deeper understanding of the content, assess its strengths and weaknesses, and form well-supported opinions and interpretations. The CRF allows you to engage differently with the reading as you explore the author's arguments and perspectives all the while helping you develop analytical and critical thinking skills.

**Assignment:**

Source (e.g., book, grant, journal article, RFP, needs assessment, etc.):

--

Organization (if applicable):

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**.

**Based on this reading, I learned:**

**The content of this reading aligns with the funding agency because:**

**Identify several recommendations to strengthen this proposal/document:**

**A question I still have or something I wonder about is:**

**If a grant, this project should/shouldn't be funded.  
Please support your response:**

**Terminology – please identify key terms relevant to the reading.**

**Question stems – select four. Based on concepts presented in the reading or previously discussed in class, fill in the blanks for the questions stems below. You do not have to answer the questions.**

- How would you use \_\_\_\_\_ to \_\_\_\_\_?
- What is an example of \_\_\_\_\_?
- Explain why \_\_\_\_\_?
- What do you think would happen if \_\_\_\_\_?
- What is the difference between \_\_\_\_\_ and \_\_\_\_\_?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- What is a possible solution to the problem of \_\_\_\_\_?
- What conclusions can you draw about \_\_\_\_\_?
- How does \_\_\_\_\_ affect \_\_\_\_\_?
- In your opinion, which is best \_\_\_\_\_ or \_\_\_\_\_? Why?
- What are the strengths and weakness of \_\_\_\_\_?
- Do you agree or disagree with the statement:

- \_\_\_\_\_? Support your answer.
- How is \_\_\_\_\_ related to that we studied earlier?



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<https://uen.pressbooks.pub/grants/?p=143#h5p-1>

# APPLICATION

## 7.2 - WRITING

### OUTCOMES

#### Application 7.2

#### Writing Outcomes

**For your own program, develop three short outcomes.**

--

**Identify the specific measurable indicator and the performance target threshold for each outcome.**

--

**For your own program, develop three intermediate outcomes.**

--

**Identify the specific measurable indicator and the performance target threshold for each outcome.**

**For your own program, develop three long-term outcomes.**



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<https://uen.pressbooks.pub/grants/?p=141#h5p-13>

# APPLICATION

## 7.3 -

# DISCUSSION

### Application 7.3

#### Discussion Questions

Why should you include an evaluation plan with your grant proposal?

What is your organization's designed data collection process?

What will you do with your outcome measurements?



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# **APPLICATION**

## **7.4 - QUIZ TIME**

### **Application 7.4**

#### **Quiz**

Match the terms below with the corresponding definition or description by indicating the appropriate letter for each term.

1. Output:

-----

A. The results of your program and the benefits for

2. Process  
evaluation:

-----

B. Specific data measurements used to identify how  
program is achieving an outcome

3. Outcome:

-----

C. Meaningful changes in participants' condition or

4. Ultimate  
outcome:

-----

D. Evaluation of what your *organization* did

5. Indicator:

-----

E. The direct product of program operation such as  
participants or number of classes taught

6. Methods  
plan:-----

F. The design of the measurement and data collection

---

## PART VIII

# CHAPTER 8 - DEVELOPING YOUR BUDGET AND BUDGET NARRATIVE

For the grant writer, putting a dollar figure to an idea can be vexing. Yet the budget is the first step in understanding the true costs associated with making your dream a reality. While the grant requirements may necessitate a different type of budget, the spirit behind the request is putting dollar figures to ideas. The budget narrative provides the details behind the line items of the budget and are essential to the justification process. The narrative provides an explanation of the ideas to include matching funds and nuances of the budget that may be lost elsewhere in the grant. Some grant reviewers rely heavily on the budget, while others find value in the budget narrative – both are important part of the grant writing process. This chapter will show you how to develop your budget and create a budget narrative.

# APPLICATION

## 8.1 - CRITICAL READING FORM

### Application 8.1

#### Critical Reading Form (CRF)

##### **Overview:**

The goal of using this form is to have you gain a deeper understanding of the content, assess its strengths and weaknesses, and form well-supported opinions and interpretations. The CRF allows you to engage differently with the reading as you explore the author's arguments and perspectives all the while helping you develop analytical and critical thinking skills.

##### **Assignment:**

Source (e.g., book, grant, journal article, RFP, needs assessment, etc.):

--

Organization (if applicable):

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**.

**Based on this reading, I learned:**

**If a grant, the content of this reading aligns with the funding agency because:**

**Identify several recommendations to strengthen this proposal/document:**

**A question I still have or something I wonder about is:**

**If a grant, this project should/shouldn't be funded.  
Please support your response:**

**Terminology – please identify key terms relevant to the reading.**

**Question stems – select four. Based on concepts presented in the reading or previously discussed, fill in the blanks in the questions stems below. You do not have to answer the questions.**

- How would you use \_\_\_\_\_ to \_\_\_\_\_?
- What is an example of \_\_\_\_\_?
- Explain why \_\_\_\_\_?
- What do you think would happen if \_\_\_\_\_?
- What is the difference between \_\_\_\_\_ and \_\_\_\_\_?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- What is a possible solution to the problem of \_\_\_\_\_?
- What conclusions can you draw about \_\_\_\_\_?
- How does \_\_\_\_\_ affect \_\_\_\_\_?
- In your opinion, which is best \_\_\_\_\_ or \_\_\_\_\_? Why?
- What are the strengths and weakness of \_\_\_\_\_?
- Do you agree or disagree with the statement:

\_\_\_\_\_? Support your answer.

- How is \_\_\_\_\_ related to that we studied earlier?



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# APPLICATION

## 8.2 - PROGRAM

### BUDGET

#### Application 8.2

#### Program Budget

##### **Overview:**

For the grant writer, putting a dollar figure to an idea can be vexing. Yet the budget is the first step in understanding the true costs associated with making your dream a reality. While the grant requirements may necessitate a different type of budget, the spirit behind the request is putting dollar figures to ideas. The budget narrative provides the details behind the line items of the budget and are essential to the justification process. The narrative provides an explanation of the ideas to include matching funds and nuances of the budget that may be lost elsewhere in the grant. Some grant reviewers rely heavily on the budget, while others find value in the budget narrative – both are important parts of the grant writing process.

When approaching the budget section of a grant

application, it is vital that the grant writer already have a basic understanding of what a budget is and the general components that make up a budget. Serving as the financial plan for the grant period, budgets reflect the priorities of an agency within the terms of assets, liabilities, and equity. Assets are anything an agency owns and has value, such as programming material already purchased, revenue, or capital such as equipment or owned facilities. Salaries, expenses, and debt can be categorized as a liability, which is something that an agency owes to anyone else. Budgets reflect the effectiveness and efficiency of resource allocation illustrated through the budget, which is something that can determine whether an agency receives funding or not.

### **Drafting a Budget – In Three Easy Steps**

Creating an impactful budget begins by fully understanding the grant requirements and doing the necessary research (**step 1**). Some grant applications require an operating budget for the organization – all income, expenses, and other assets required to achieve the organization’s mission are shown. Some grant applications merely desire a program budget where the organization isolates funding specific to the program or project, not the organization as a whole. Knowing what the prospective funding agency requires with the budget is an essential part of the planning process.

The research portion of a budget starts by gathering the resources necessary to put numbers with ideas. This typically starts with examining expenses such as personnel (salaries and wages), direct costs (expenditures associated with production or provision of a service

such as materials, supplies, equipment, and personnel), and indirect costs (general expenses related to operations such as rent, office supplies, utilities – items not directly tied to the program/project outcomes). As discussed in chapter 6, a logic model can be a great place to start because of the visual representation of what it takes to offer a program. By examining the inputs, outputs, and outcomes, one can get a good sense of the expenses associated with developing a program.

A budget is a blueprint of what you want to achieve. Therefore, **step 2** of developing a budget is identifying and then communicating the *who, what, when, where, how*, and, *why* of the program. The *Who* of the budget discusses the individuals carrying out the program or project as described in the grant proposal. This may include instructors, administrative team, or even volunteers. The *What* of the budget describes the expenses needed to run the program, including direct, indirect, and in-kind costs (goods and services provided versus cash) – terms previously discussed. *When* will the project/program take place? Understanding the timeline of the project and when funding is needed through the budget to the funding agency. The grant writer may find that the funding timeline presented by the agency they are applying to does not align with the organization's budget cycle. The *where* includes the actual location and the *why* is important to not lose track of the outcomes – important when creating a budget that includes closing the loop from an evaluation standpoint.

The third and final step of the budget process is putting text and meaning to the numerical values. The budget narrative provides descriptive details and a justification behind the line items on a budget sheet and

may serve as the subject of review for funders. It also provides the opportunity to connect line items to the organizational objectives. Another role that the budget narrative does is justify the allocation of funds where more explanation is needed. The budget narrative explains why the funds are needed and is usually a companion to the written budget.

### **Assignment:**

Based on the following scenario, create a line-item budget proposal for the program. Is there enough revenue to cover the cost of the program? If not, what is the amount needed to cover all expenses in the program?

#### **Bike On**

An organization wants to start a program for the youth in the area whose mission it is to promote healthy lifestyles through cycling. The program is open to 15 youth. The program will have two facilitators working for \$10 an hour for a total of eight hours. A challenge course will be utilized for the program. The course rental is \$50 an hour and is needed for eight hours total. Three bikes need to be purchased and cost \$120 per bike. A total of \$100 will be spent on supplies including snacks, paper, drinks, cups, and napkins. Revenue for the program includes \$10 per camper and a \$200 donation from a local business. In addition, 25 shirts will be ordered costing \$10 per shirt.

## PART IX

# CHAPTER 9 - FINALIZING YOUR GRANT PROPOSAL

While rushing to the finish line is important in a race, putting the finishing touches on a grant, requires time and patience – more than you may expect. The adage that patience is a virtue epitomizes the grant writing process. This chapter will walk you through the necessary steps to help you finalize your grant proposal for submission. The last words you write, will typically be the first ones a reviewer reads. Your executive summary or abstract typically appears at the very beginning of a grant. It may be the only section some reviewers read. Thus, this section is critical and essential to success. This chapter focuses on how to create a clear, concise, and effective executive summary or abstract. Please note, that is will be the last piece to write (or re-write).

# APPLICATION

## 9.1 - CRITICAL READING FORM

### Application 9.1

#### Critical Reading Form (CRF)

**Overview:**

The goal of using this form is to have you gain a deeper understanding of the content, assess its strengths and weaknesses, and form well-supported opinions and interpretations. The CRF allows you to engage differently with the reading as you explore the author's arguments and perspectives all the while helping you develop analytical and critical thinking skills.

**Assignment:**

Source (e.g., book, grant, journal article, RFP, needs assessment, etc.):

--

Organization (if applicable):

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**.

**Based on this reading, I learned:**

**The content of this reading aligns with the funding agency because:**

**Identify several recommendations to strengthen this proposal/document:**

**A question I still have or something I wonder about is:**

**If a grant, this project should/shouldn't be funded.  
Please support your response:**

**Terminology – please identify key terms relevant to the reading.**

**Question stems – select four. Based on concepts presented in the reading or previously discussed in class, fill in the blanks for the questions stems below. You do not have to answer the questions.**

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- Explain why \_\_\_\_\_?
- What do you think would happen if \_\_\_\_\_?
- What is the difference between \_\_\_\_\_ and \_\_\_\_\_?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- What is a possible solution to the problem of \_\_\_\_\_?
- What conclusions can you draw about \_\_\_\_\_?
- How does \_\_\_\_\_ affect \_\_\_\_\_?
- In your opinion, which is best \_\_\_\_\_ or \_\_\_\_\_? Why?
- What are the strengths and weakness of \_\_\_\_\_?
- Do you agree or disagree with the statement:

- \_\_\_\_\_? Support your answer.
- How is \_\_\_\_\_ related to that we studied earlier?



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## PART X

# CHAPTER 10 - RECEIVING THE GRANT: TIME TO DELIVER

Congratulations – you have been awarded a grant to make your dream a reality. While a celebration is in order, it is now time to get to work. Successful grant administration is based on regular and effective communication. With award notification, it is time to reconnect with the team that helped drive the proposal from the start. This chapter helps you focus on moving forward to ensure you achieve what you set out to accomplish in your grant proposal.

# APPLICATION

## 10.1 - CRITICAL REVIEW FORM

### Application 10.1

#### Critical Reading Form (CRF)

##### **Overview:**

The goal of using this form is to have you gain a deeper understanding of the content, assess its strengths and weaknesses, and form well-supported opinions and interpretations. The CRF allows you to engage differently with the reading as you explore the author's arguments and perspectives all the while helping you develop analytical and critical thinking skills.

##### **Assignment:**

Source (e.g., book, grant, journal article, RFP, needs assessment, etc.):

Organization (if applicable):

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**.

**Based on this reading, I learned:**

**If a grant, the content of this reading aligns with the funding agency because:**

**Identify several recommendations to strengthen this proposal/document:**

**A question I still have or something I wonder about is:**

**If a grant, this project should/shouldn't be funded.  
Please support your response:**

**Terminology – please identify key terms relevant to the reading.**

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- What is an example of \_\_\_\_\_?
- Explain why \_\_\_\_\_?
- What do you think would happen if \_\_\_\_\_?
- What is the difference between \_\_\_\_\_ and \_\_\_\_\_?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- What is a possible solution to the problem of \_\_\_\_\_?
- What conclusions can you draw about \_\_\_\_\_?
- How does \_\_\_\_\_ affect \_\_\_\_\_?
- In your opinion, which is best \_\_\_\_\_ or \_\_\_\_\_? Why?
- What are the strengths and weakness of \_\_\_\_\_?
- Do you agree or disagree with the statement:

\_\_\_\_\_? Support your answer.

- How is \_\_\_\_\_ related to that we studied earlier?



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<https://uen.pressbooks.pub/grants/?p=166#h5p-1>

# APPLICATION

## 10.2 - SITE VISIT

### Application 10.2

#### Site Visit

##### **Overview:**

You completed the writing of your grant application, submitted the document and thought you were done. Surprise. As part of the evaluation process, the prospective funder asked to conduct a site visit as part of the evaluation process. While a visit is great news and suggests you are in the running to receiving support from the foundation, there are no guarantees that you will receive funding. How will you prepare for the visit?

##### **Assignment:**

You were given a seven-day notice of the site visit – what are you going to do when the team visits your organization? For this assignment, you are to develop an agenda for a two-hour program that will highlight your

organization, the proposed program, key internal staff and community members, and a tour of facilities. In your planning, include a timeline, who will lead each portion of the event, and items that will accompany the tour (e.g. promotional material, videos, testimonials, etc.). Provide a brief description for each item in the agenda as an explanation of what will be accomplished. In addition to the well-developed plan, develop a checklist that will be used to ensure the team is on the same page for all elements of the planning and the actual visit.



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<https://uen.pressbooks.pub/grants/?p=164#h5p-15>

# APPLICATION

## 10.3 - PRESS

### RELEASE

#### Application 10.3

#### Press Release

##### **Overview:**

Congratulations are in order – you have received the grant that you spent so much time preparing. Well done! Although you have already sent a thank you email and a formal thank you letter signed by the Executive Dir of your organization, it is time to continue the celebration through a press release. The benefit of a press release that follows grant funding can be a boon for an agency. The public recognition can create a buzz and a sense of excitement that results in increased awareness about the program or cause, increase credibility because the cause and/or program received funding, and lead to further engagement by key players and the public – a desire for people to want to get involved. A press release can also attract the attention of future funders and can assist in fundraising due to the increased publicity. A

press release can also help with donor relations in that the funding organization will be recognized for their important contribution to the cause and/or program.

A strong press release starts with a headline that will capture the attention of readers. The headline should be compelling and capture the essence of the grant and its importance. The introduction should provide an overview of the grant, source of funding, and info about the organization receiving the grant. Key details should be infused into the release as you elaborate on the purpose of the grant. The addition of testimonials and quotes can be an effective way to humanize the initiative and they also bring a level of credibility. As the document is drafted, ensure facts and various types of data are used to enhance creditably and provide context. End with a brief paragraph that provides info about your organization, mission, and achievements. The final step after editing is to strategically distribute the press release to media outlets, social media, and websites.

[REACH Weber press release example.](#)

### **Assignment:**

You have been awarded a grant from the Elysian foundation. Using the information on how to write a release from the information above, draft a document that could be used to share the great news about being awarded a grant.

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<https://uen.pressbooks.pub/grants/?p=162#h5p-16>

# APPLICATION

## 10.4 - KUDOS

### Application 10.4

#### Kudos

##### Overview:

Creating a culture of appreciation can help a team thrive especially when they have been working on all cylinders to wrap up the grant application. How do you give praise, say thank you, honor someone for an outstanding accomplishment, or congratulate a team for their hard work? For some a handwritten card or thank you note speaks to sincerity and conveys a human touch that is difficult to achieve through other mediums. For some an email may suffice. In the digital age there are many approaches available to give a kudos when needed.

##### Assignment:

Take a moment and conduct an internet search for digital thank you notes/cards that are free for the user. Identify several sites and rank them in order of preference. Now try [kudoboard.com](http://kudoboard.com). Create a

kudoboard and send it to someone you know thanking them for their effort. Before you send the document though, do a screen capture and paste the card below.



## PART XI

# CHAPTER 11 - NO GRANT? NO PROBLEM!

Grant writing can be difficult. If you do not receive the funding you request, do not take it personally. Reflect, seek to strengthen the relationship with the funder, and develop a plan to resubmit. Only read this chapter IF YOU DON'T RECEIVE THE GRANT.

# APPLICATION

## 11.1 - CRITICAL READING FORM

### Application 11.1

#### Critical Reading Form (CRF)

##### **Overview:**

The goal of using this form is to have you gain a deeper understanding of the content, assess its strengths and weaknesses, and form well-supported opinions and interpretations. The CRF allows you to engage differently with the reading as you explore the author's arguments and perspectives all the while helping you develop analytical and critical thinking skills.

##### **Assignment:**

Source (e.g., book, grant, journal article, RFP, needs assessment, etc.):

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Organization (if applicable):

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**.

**Based on this reading, I learned:**

**If a grant, the content of this reading aligns with the funding agency because:**

**Identify several recommendations to strengthen this proposal/document:**

**A question I still have or something I wonder about is:**

**If a grant, this project should/shouldn't be funded.  
Please support your response:**

**Terminology – please identify key terms relevant to the reading.**

**Question stems – select four. Based on concepts presented in the reading or previously discussed, fill in the blanks in the questions stems below. You do not have to answer the questions.**

- How would you use \_\_\_\_\_ to \_\_\_\_\_?
- What is an example of \_\_\_\_\_?
- Explain why \_\_\_\_\_?
- What do you think would happen if \_\_\_\_\_?
- What is the difference between \_\_\_\_\_ and \_\_\_\_\_?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- What is a possible solution to the problem of \_\_\_\_\_?
- What conclusions can you draw about \_\_\_\_\_?
- How does \_\_\_\_\_ affect \_\_\_\_\_?
- In your opinion, which is best \_\_\_\_\_ or \_\_\_\_\_? Why?
- What are the strengths and weakness of \_\_\_\_\_?
- Do you agree or disagree with the statement:

\_\_\_\_\_? Support your answer.

- How is \_\_\_\_\_ related to that we studied earlier?



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<https://uen.pressbooks.pub/grants/?p=177#h5p-1>

# APPLICATION

## 11.2 -

# REFLECTION

### Application 11.2

#### Reflection

##### Overview:

Grant writing can be difficult. You have a great idea, spend time vetting the many prospective funders, spend energy and effort justifying the need, developing the methods, and how to sustain the program into the future to only learn you did not receive funding from a foundation. It happens. In fact, it happens frequently. Is it time to throw in the towel or are there other options that may, in the long term, benefit you and your organization? The obvious answer is the latter and it starts with relationships.

Although you did not receive the grant, it is important to continue fostering relationships with key players and organizations in your community because you never know when there will be an opportunity for collaboration.

**Assignment:**

There are three parts to the assignment. First, if you have not already done so, share your grant application with a neutral third party for their review and feedback. This may be a peer in your class. Ideally, find someone with some knowledge and experience with grant writing so the feedback will be specific to the mechanics as well as the conceptual idea of the program. Next, give a critical appraisal of the process you used to draft the grant application. In your reflection, share the lessons learned, challenges faced, and recommendations that will help you write another grant. Be sure to reflect on all parts of the process – from conception of idea through receiving notification that the grant application was rejected. Finally, what are the next steps – how do you intend to move forward with your idea?



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<https://uen.pressbooks.pub/grants/?p=175#h5p-17>

# APPENDIX

## List of Action Verbs

### Management/ Leadership

administered  
analyzed  
appointed  
approved  
assigned  
attained  
authorized  
consolidated  
contracted  
controlled  
converted  
coordinated  
decided  
delegated  
developed  
directed  
eliminated  
emphasized  
enforced  
enhanced  
established

executed  
generated  
handled  
headed  
hired  
hosted  
improved  
incorporated  
increased  
initiated  
inspected  
instituted  
managed  
merged  
motivated  
organized  
originated  
overhauled  
oversaw  
planned  
presided  
prioritized  
produced  
recommended  
reorganized  
replaced  
restored  
reviewed  
scheduled  
streamlined  
strengthened  
supervised  
terminated

## **Communication/ People Skills**

addressed  
advertised  
arbitrated  
arranged  
articulated  
authored  
clarified  
collaborated  
communicated  
composed  
condensed  
conferred  
consulted  
contacted  
conveyed  
convinced  
corresponded  
debated  
defined  
developed  
directed  
discussed  
drafted  
edited  
elicited  
enlisted  
explained  
expressed  
formulated  
furnished  
incorporated  
influenced

interacted  
interpreted  
interviewed  
involved  
lectured  
listened  
marketed  
mediated  
moderated  
negotiated  
observed  
outlined  
participated  
persuaded  
presented  
promoted  
proposed  
publicized  
reconciled  
recruited  
referred  
reinforced  
reported  
resolved  
responded  
solicited  
specified  
suggested  
summarized  
synthesized  
translated

## **Research Skills**

analyzed  
clarified  
collected  
compared  
conducted  
critiqued  
detected  
determined  
diagnosed  
evaluated  
examined  
experimented  
explored  
extracted  
formulated  
gathered  
identified  
inspected  
interpreted  
interviewed  
invented  
investigated  
located  
measured  
organized  
researched  
searched  
solved  
summarized  
surveyed  
systematized  
tested

**Teaching Skills**

adapted  
advised  
clarified  
coached  
communicated  
conducted  
coordinated  
critiqued  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
focused  
guided  
individualized  
informed  
instilled  
instructed  
motivated  
persuaded  
set goals  
simulated  
stimulated  
taught  
tested  
trained  
transmitted  
tutored

## **Helping skills**

adapted  
advocated  
aided  
answered  
arranged  
assessed  
assisted  
cared for  
clarified  
coached  
collaborated  
contributed  
cooperated  
counseled  
demonstrated  
diagnosed  
educated  
encouraged  
ensured  
expedited  
facilitated  
familiarize  
furthered  
guided  
helped  
insured  
intervened  
motivated  
provided  
referred  
rehabilitated  
presented

resolved  
simplified  
supplied  
supported  
volunteered

**Financial/ Data Skills**

administered  
adjusted  
allocated  
analyzed  
appraised  
assessed  
audited  
balanced  
calculated  
computed  
conserved  
corrected  
determined  
developed  
estimated  
forecasted  
managed  
marketed  
measured  
planned  
programmed  
projected  
reconciled  
reduced  
researched  
retrieved

## **Creative Skills**

acted  
adapted  
began  
combined  
conceptualized  
condensed  
created  
customized  
designed  
developed  
directed  
displayed  
drew  
entertained  
established  
fashioned  
formulated  
founded  
illustrated  
initiated  
instituted  
integrated  
introduced  
invented  
modeled  
modified  
originated  
performed  
photographed  
planned  
revised  
revitalized

shaped  
solved

**More verbs for Accomplishments**

achieved  
completed  
expanded  
exceeded  
improved  
pioneered  
reduced (losses)  
resolved (issues)  
restored  
spearheaded  
succeeded  
surpassed  
transformed  
won

# GLOSSARY

## **Glossary**

### **RFP**

Request for proposal