

***From Vision to Reality:  
A Step-by-Step Workshop on  
Successful Grant Writing Strategies***

Illinois Science Teachers Association  
Building A Presence  
Empowerment Zone Program

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***Early Work***

- Identify your needs, hopes, desires, problems, etc.
- Search for funding sources/requests for proposals (RFP)
  - sponsored programs
  - national level professional organizations
  - businesses
  - foundations
- Chart out the steps to getting signatures/approvals and delivery on time

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***Planning to Write the Proposal***

- Read the RFP
  - identify what the funding agency feels is important
  - contact all key vested parties to become partners in the planning (and later the implementation of the project)
  - mark key phrases/lingo/terms to use
- Read the source literature in the RFP
- Hold planning meetings to brainstorm ideas
- Contact the funding agency for clarification, etc.

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***Writing the Proposal***

- Present your ideas as following a model or as a variation of a model program (published/cited). You want to show maximum potential for success.
- Cite key articles referenced in the RFP
- Demonstrate how key vested partners play a vital role in the grant deliverables and ultimately with the goals, etc.
- Line up your goals, objectives, activities, and grant deliverables with the budget lines
- Set up the budget to maximize partnerships and matching opportunities (stretching those dollars for impact)

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### *Writing the Proposal*

- Try to find a way to demonstrate that the project will have lasting impact and can be institutionalized
- Triple check that your ideas tie back to the RFP goals, although you have your own spin on the issue.
- Get feedback from an outside reader

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### *Assembling the Proposal*

- Follow the directions to the letter
- Print each page
- Type up any forms (internal and external)
- Get the appropriate signatures
- Make copies
- Bind copies (if appropriate)
  - Send at least one unbound copy for the convenience of the readers

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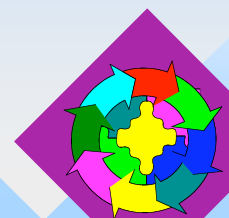
### *Submitting the Proposal*

- Send a nice cover letter that succinctly states the main goals of your grant, the title, and your desire to work with them in the future....
- Follow-up with an email or phone call to verify that it was received

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### *Reap the Rewards of the Challenge*

- The very fact that you have prepared this document demonstrates your commitment, dedication, and fortitude both for your task and for your profession.



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