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

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.

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)
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

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

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

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.