MT. SAN JACINTO COLLEGE GRANT WRITING ABC'S

GRANT WORKSHOP SERIES

SALUTATIONS...GREETINGS...HELLO...HI!

Introductions

- Rebecca Teague

- Regina Howard

- Who are You?

OFFICE OF INSTITUTIONAL EFFECTIVENESS/ GRANTS

o Over <u>$21 Million</u> secured in grant funding since 2004

o <u>$15 million </u>secured in the last four years (2008-2012)

o 10-15 grant proposals submitted annually

o Return on Investment – 50:1 (2011)

o 2 full-time staff members

PURPOSE OF GRANT WORKSHOP SERIES

o Institutional Priority– Fiscally Sound Position

o Strategic Plan Goal– Intensify the pursuit of grants, contracts and other income streams

  o Grant Academy
    o Series #1: Grant Writing ABC's
    o Series #2: Finding/Researching Grant Opportunities
    o Series #3: Grants Boot Camp

  o Increase the number of grant proposals submitted by faculty/staff

LEARNING OUTCOMES:

o   Identify and define the components of a grant proposal

o   Interpret grant terms and requirements for proposal development

o   Describe the intent and purpose of seeking grant funding

o   Discuss the benefits of external grant/categorical funding

THE WHAT, WHERE, WHY, WHEN, AND HOW?

o   What are grants?

o   Why should I pursue grants?

o   Who provides the funding for grants?

o   Where do I find grant opportunities? (*Teaser*...Come back for Session #2)

o   When do I apply for grants? (*Teaser*...Come back for Session #2)

o   How do I get started? (*Teaser*...Come back for Session #3)

WHAT ARE GRANTS?

o Award of funds to an organization to undertake activities for a specific purpose

o Grant application and/or proposal

o Investment (contract) by funding agency

o Set time period/duration

WHY SHOULD I PURSUE GRANTS?

o Improve college campus and institutional climate

o Increase student success and access

o Academic development and training opportunities

o New programs and services

o Augment existing funds

o Creation of new community partnerships

o Address institutional needs

o Recognition of "Best Practices"

WHO PROVIDES THE FUNDING FOR GRANTS?

o **Public**
  o Government (Federal, State, Local)

o **Private**
  o Foundations

  o Corporations

  o Local Organizations

** come back for Session #2 to learn more!!!**

HOW DO I GET STARTED?

- Step 1: Development of a Program Idea

- Step 2: Finding the RIGHT Funding Source

- **Step 3: Understanding the Application/Submission Process**

- Step 4: MSJC Internal Approval Process!

DECIPHERING GRANT GUIDELINES

o   Proposal announcements (RFA/RFP)

o   Guidelines
- o Grant purpose and activities
- o Applicant eligibility
- o Proposal format
- o Review criteria
- o Closing date

o   Deadlines
- o Submission/transmission

TYPICAL PROPOSAL COMPONENTS

- Abstract

- Institutional Introduction

- Statement of Need

- Goals/Objectives

- Plan of Operation

- Staffing and Management

- Evaluation Plan

- Budget

- Appendices
  - Letter of Support
  - MOUs
  - Forms

ABSTRACT

o 1-page overview
   o Brief description summarizing overall request/proposal

o Clear, succinct, and concise

o Written after proposal complete

o First glimpse of proposal by readers

o Example - Handout

INSTITUTIONAL INTRODUCTION

Identify and Introduce the College:
- Describe services, mission and accomplishments

- Identify the population the college serves

- Define service area

- Incorporate demographics of target population and local community

- Distinguish unique qualities

- Explain how college benefits the community in which it is located

DO NOT:
- Discuss grant request and/or institutional need/problem

STATEMENT OF NEED

o   Project justification – Why is the project necessary?
   o Clearly states the problem or need (unmet)
   o Identifies the gaps in services/programs
   o Discusses how the need affects students/faculty/college/community
   o Describes what happens if needs are not addressed

o   Use supportive facts and evidence

o   Create urgency

o   Relate to college mission, priorities, goals, and long-term planning

TIPS!

o **Assume the readers have no prior knowledge of need**
  o Mt. San-a-WHAT?

o **Provide statistical analysis**
  o Compare with local, state and nationwide data
  o Research (surveys, trends, program review data)

o **Cite authoritative sources**
  o Best Practices
  o Policies

o **Illustrate with graphics, tables, charts**

GOALS AND OBJECTIVES

o   **Goals – End result of the project**
  - o Vision
  - o Conceptual
  - o Abstract

o   **Objectives – Measurable outcomes of the project**
  - o Measurable
  - o Time specific
  - o Tangible
  - o Concrete
  - o Achievable

OBJECTIVES

o   Best objectives include:
  o Who will change (how many)
  o How much change occurs (measurable)
  o How the change will be measured
  o Timeline for accomplishment of objective

Examples:

Goal – Lose Weight

Objective – Based on my current weight I will lose 15 pounds by December

Goal – Increase student success

Objective – By fall 2013, success rates of students in Math 140 will increase by 10% over the 2011-2012 baseline.

PLAN OF OPERATION

o   Describes the specific activities to be implemented to achieve the objectives
- o Tied to the needs and objectives
  - o What will be done?
  - o Where will it take place?
  - o Who will do it?
  - o How long will it take?
  - o The resources (materials/equipment/etc.) needed

o   Use matrices/columns/gantt charts

o   Plan of Operation = WORK PLAN

MANAGEMENT AND STAFFING

o   College's capability of managing the project

o   Key Personnel
   o Organizational chart (institution)
   o Project organization chart (grant specific)

o   Institutional Commitment
   o Management Plan
   o Letters of Commitment
   o Resources (support, facilities, review/reporting, coordination, equipment, etc)

EVALUATION PLAN

o   Accountability

o   How the project results will be measured to determine if you have achieved the stated objectives

  o Tells <u>who</u> is performing the evaluation

  o Defines the evaluation criteria (<u>what)</u>

  o Describes data gathering methods (<u>how)</u>

  o Describes data analysis process

  o Shows how evaluation will be used (<u>why)</u>

  o Describes evaluation reports

TYPES OF EVALUATION

- Formative (process)
- Summative (outcome)

- Qualitative
- Quantitative

BUDGET

○ Line item budget
  ○ Estimate costs accurately
  ○ Annual/Multi-Year estimates

○ Budget narrative
  ○ Clear explanation of how grant funds will be expended by line item

○ Relate to objectives and activities

○ Budget details (indirect/cost-matching/in-kind)

BUDGET ITEM DETAILS

- Personnel
  - Position/Title
  - Rate of pay – hourly, monthly, annually
  - Percent of time committed to project

- Fringe Benefits
  - Health/welfare
  - Insurance, work comp, etc.

- Consultants and Contract Services

- Equipment

- Travel
  - Conference/training expenses

- Supplies

- Facilities or space

- Construction

GRANT WORKSHOP SESSION REVIEW

o Components of a Grant Proposal

o Grant terms/glossary

o Purpose of grants

o Benefits of pursuing grant funds

NEXT GRANT WORKSHOP SESSION

Session #2: Finding/Researching Grant Opportunities

o Grant submission calendar

o Grants office website

o Grants data websites

o Finding the Right "fit"

Session #3: Grants Boot Camp

o Proposal planning

o Proposal budget

o Grants management

o Grant reporting

QUESTIONS???

CONTACT US!

Rebecca Teague

Associate Dean of Institutional Effectiveness, Planning and Grants

rteague@msjc.edu

Ext. 3072

Regina Howard

Supervisor, Institutional Effectiveness, Planning and Grants

rhoward@msjc.edu

Ext. 3076