

**MT. SAN JACINTO COLLEGE**  
**GRANTS BOOT CAMP**  
GRANT WORKSHOP SERIES  
SESSION 3

# SESSION #2 RECAP

- Completed homework
- Issues with websites?

## LEARNING OUTCOMES:

- **Create a grant-writing team**
- **Construct a grant program shell/outline for further proposal development**
- **Develop a grant budget**

# WORDS OF SUPPORT AND AFFIRMATION



**Believe in Yourself**  
Because the Rest of us think you are an idiot.



**Perseverance**  
The courage to ignore the obvious signs of turning back



**Synergy**  
A code word lazy people use when they want you to do all the work



**Motivation**  
If a pretty poster and a cute saying are all it takes to motivate you, you probably have a easy job. The kind robots will be doing soon



**Success**  
Some people dream of success, while other people live to crush those dreams

# SHOW & TELL

- What is your proposed program idea?
- What 2 funding opportunities did you identify?

# HOW DO I GET STARTED?

- Start EARLY!!!
- Contact the Grants Office
  - Grant Approval Process
- **(Abbreviated) Proposal Planning Steps**
  - Develop grant project idea
  - Identify and review funding source solicitation
  - Create proposal time line
  - Work with team to prepare program shell/tentative budget
  - Finalize program narrative/budget
  - Submit to funding agency

# GRANT WRITING IS A TEAM SPORT

- Identify key staff to be involved in the project/proposal brainstorming, development, submission, & management
- *Dream Team* should include :
  - Project director/coordinator
  - Supervising administrator / administrative support
  - Content experts (discipline/department)
  - Representative of all institutional divisions
  - Collaborating partners
  - External consultants
  - Business Services / Budget specialist
  - Grants Office representative

# 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



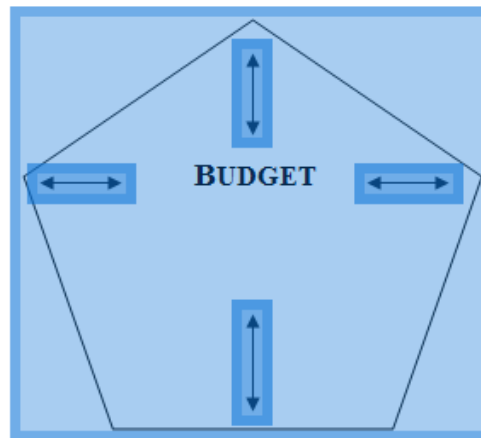
# CONCEPT PENTAGON

## NEED

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## DISSEMINATION

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



## METHOD

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## EVALUATION

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## GOALS & OUTCOMES: OBJECTIVES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# ANSWER THE QUESTION: “SO WHAT?”

- What problem does your project address?
- What is the urgency in solving this problem now?
- What happens if the need is not addressed?
- Specific gaps or weaknesses in services, infrastructure, or opportunities have been identified
- **EXERCISE:** Identify the data you will need to substantiate the problem

# GOALS, OBJECTIVES AND ACTIVITIES

## 1. Identify 1 Project Goal

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## 2. Determine 3 objectives

## 3. Select 3 activities to accomplish each objective

*Creating Goals, Objectives, and Activities*

### CONFIRMING YOUR OBJECTIVES AND ACTIVITIES

In order to tie your project plan together, please review your objectives and activities carefully and confirm you have chosen the best plan of action.

#### **Objective 1:**

##### **Activities:**

1.a.

1.b.

1.c.

#### **Objective 2:**

##### **Activities:**

2.a.

2.b.

2.c.

#### **Objective 3:**

##### **Activities:**

3.a.

3.b.

3.c.

# Project Work Plan



**Objective:** (Based on RFA Specification) (Only one objective per page, duplicate form as needed.)

Activities	Measurable Outcomes	Timeline Month/Year	Responsible Persons

# MANAGEMENT PLAN

- **Management Team**
  - What MSJC people do you need to help you with this project?
  - Identify roles/responsibilities/qualifications
  - Do we have weaknesses or missing skills on the MSJC team? If so, who are the logical partners?
- **Project Partners**
  - Project partner strengths/qualifications/roles/responsibilities
  - Project partner resources
  - Percent of time (time allocation by each person to the project)
- **Advisory Committee**
- **Organizational Chart**

# DESIGNING THE EVALUATION PLAN

- Step 1 Determine what is to be evaluated: Generally there are evaluation activities related to each project objective.
- Step 2 Determine what type of evaluation is appropriate
- Step 3 Determine who will conduct the evaluation: The project staff or an external evaluator.
- Step 4 Establish an evaluation budget: As a general rule, small projects devote 3 – 5%; large, multi-year, complex projects devote up to 10%.
- Step 5 Describe the products of the evaluation: At a minimum it is part of the final project report, but a separate evaluation report may be a project deliverable.

Type of Evaluation	Relative Complexity	Types of Activities
Descriptive	<ul style="list-style-type: none"> <li>• Simplest form</li> <li>• Least expensive</li> <li>• Conducted by project staff</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis of services</li> <li>• How services were operated</li> <li>• How program was administered</li> <li>• Resources consumed</li> <li>• Characteristics of those impacted by project</li> <li>• Describe any outcomes</li> </ul>
Operational	<ul style="list-style-type: none"> <li>• Slightly more involved</li> <li>• Low expense</li> <li>• Conducted by project staff</li> </ul>	<ul style="list-style-type: none"> <li>• All of descriptive evaluation activities</li> <li>• Goals and objectives</li> <li>• Describe project components (start-up, recruitment, partnerships, etc.)</li> <li>• Explain short-term and intermediate outcomes</li> <li>• Explain project completion or institutionalization</li> </ul>
Process	<ul style="list-style-type: none"> <li>• Slightly more involved</li> <li>• Moderate expense</li> <li>• Conducted by professional evaluator (may be staff or consultant)</li> </ul>	<ul style="list-style-type: none"> <li>• Focused on service delivery and administrative processes</li> <li>• Suggests causal relationships between what was done and outcomes</li> <li>• Generalize your experiences more broadly by providing insights into effectiveness</li> <li>• Look at efficacy of program in terms of outcomes or costs</li> <li>• Investigate operational features against results</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>• More complex</li> <li>• Moderate expense</li> <li>• Conducted by professional evaluator (may be staff or consultant)</li> </ul>	<ul style="list-style-type: none"> <li>• Use exacting data collection and statistical methods for data analysis</li> <li>• Requires database and analysis software</li> <li>• Focuses on qualitative and quantitative analysis of data</li> </ul>
Impact Study	<ul style="list-style-type: none"> <li>• Long-term, involved</li> <li>• Most expensive</li> <li>• Requires third-party evaluator</li> </ul>	<ul style="list-style-type: none"> <li>• Often contains experimental and control groups</li> <li>• Proves statistical significance</li> <li>• Requires large sample sizes</li> <li>• Long-term analysis of outcomes</li> </ul>

Source: U.S. Department of Labor Grant Management Handbook, 2001

# ***BUDGET DEVELOPMENT***

- **Cost projections**
  
- **Funders use these factors to assess budgets:**
  - Can the job be accomplished with this budget?
  - Are costs reasonable for the market – or too high or low?
  - Is the budget consistent with proposed activities
  - Is there sufficient budget detail and explanation?



# PROJECT BREAKDOWN STRUCTURE

Project Breakdown Structure								
Activity	Personnel	Equipment	Travel	Supplies	Printing	Other Costs	Grant Funded	Non-grant funded

# PROPOSAL WRITING BASICS

- FOLLOW INSTRUCTIONS of funding source guidelines EXACTLY.
- Make proposal neat, clean, and easy to read.
- Write proposal in simple, clear English; refrain from using jargon or acronyms.
- Comply with page limitations.
- Be positive. You are offering a funding source the best opportunity to achieve their goals.
- Avoid unsupported assumptions.
- Include current research and statistical data to support the rationale for the project proposed.

# QUESTIONS???

# CONTACT US!

Rebecca Teague

Associate Dean of Institutional Effectiveness, Planning and Grants

[rteague@msjc.edu](mailto:rteague@msjc.edu)

Ext. 3072

Regina Howard

Supervisor, Institutional Effectiveness, Planning and Grants

[rhoward@msjc.edu](mailto:rhoward@msjc.edu)

Ext. 3076