



Grant Writing and Editing Fundamentals 101

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OUTLINE

Lesson 1: Grant Writing Fundamentals

- 1.1 What Is a Grant?
- 1.2 Understand the Grant Writing Process
- 1.3 How to Read a Grant Announcement
- 1.4 Top Grant Writing Tips You Need to Know

Lesson 2: Write Your Organization Description

- 2.1 Basics about Organizational Information
- 2.2 Why Creating Organizational Info Files Is a Good Idea
- 2.3 Frequently Requested Organizational Information

Lesson 3: Write Your Need Statement

- 3.1 What Is a Need Statement?
- 3.2 Why Your Need Statement Is So Critical
- 3.3 Six Questions Your Need Statement Must Answer
- 3.4 How Long Is a Need Statement?
- 3.5 Biggest Problems with a Need Statement

Lesson 4: Write Your Project Goals and Objectives

- 4.1 What Are Goals and Objectives?
- 4.2 Write Your Project Goal
- 4.3 Write Your Project Objectives
- 4.4 More Tips for Writing Goals and Objectives

Lesson 5: Write Your Project Description

- 5.1 Your Project Summary
- 5.2 Your Project Activities: What and Where
- 5.3 Your Project Timeline: When
- 5.4 Your Staffing Plan and Organizational Capacity: Who
- 5.5 Your Project Collaborators: How
- 5.6 Your Outcomes: Why

Lesson 6: Write Your Project Evaluation and Sustainability Plan

- 6.1 Two Reasons to Conduct Evaluation
- 6.2 Write Your Evaluation Plan
- 6.3 Write Your Sustainability Plan

Lesson 7: Compile Your Grant Application Attachments

- 7.1 Top Tip for Preparing Grant Attachments
- 7.2 Frequently Requested Grant Attachments
- 7.3 The Project Budget and Budget Narrative

Lesson 8: Write Your Executive Summary and Submit Your Grant

- 8.1 Write an Executive Summary
- 8.2 Use an Application Form, Cover Sheet, or Cover Letter
- 8.3 Write a Letter of Inquiry
- 8.4 Submit Your Proposal or Letter of Inquiry

Sample RFP (Request for Proposal)