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to know

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Some Tips Before We Begin:

To conserve bandwidth, please close all other applications. Otherwise you may experience irregular audio and video transmission.

Feel free to use the chat box to ask questions or make comments at any time. We will pass these to the presenters as opportunities arise.

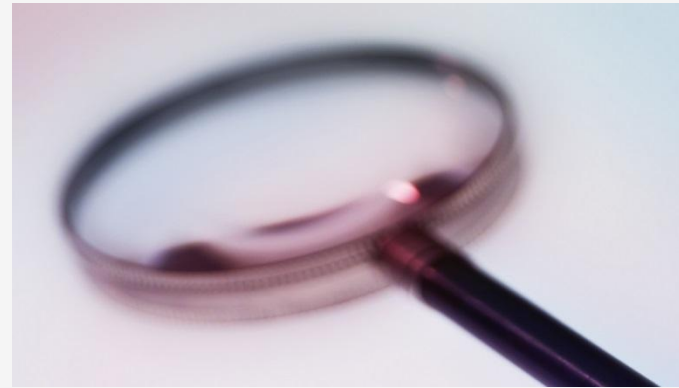
This webinar will be recorded. A link to the recording will be sent to all registered participants on May 10.

A PDF version of the presentation slide deck is available for download on this screen, and will also be included with the recording.

This webinar carries 1 (one) hour of Continuing Education credit. You will be able to print your CE certificate on May 9 at the same website where you registered (www.txla.org/CE)

Solving the Mystery of Grantwriting: Clues for a Successful Proposal

5/8/2013



Jennifer Peters, Executive
Director, Texas
Association of Partners in
Education

Goal for This Webinar

Taking the *Mystery*
Out of Good
Proposal Writing

“I Can Solve This”



How many
magnifying
glasses can you
count?



Who's on the Case?

- What's your affiliation?
 - Public library?
 - Academic?
 - Private?
 - Other?

- What's your experience in grants?
 - Absolute beginner?
 - A little bit of experience?
 - Lots of experience?



The Usual Suspects

- Foundations
- Corporate Giving
- Government



Know the
M.O.'s of the
Usual
Suspects!

Building Your Case

You've got to have a PLAN.



Gathering Evidence

Do you have a copy of the application guidelines?



Typical Application Form

Executive Summary/Abstract/LOI	Organization Description/Mission
Needs Assessment	Project Plan
Project Impact	Timeline
Staffing	Budget
Project Evaluation	Sustainability
Attachments	

Executive Summary/Abstract/LOI

What you want to
accomplish, at a
glance





Organization Description/ Mission

Can you answer
the 5 “W”s?

Needs Assessment

Why does this
Project matter?

Why should they
care?



Project Plan



What are the
“nuts and bolts”
of this project?

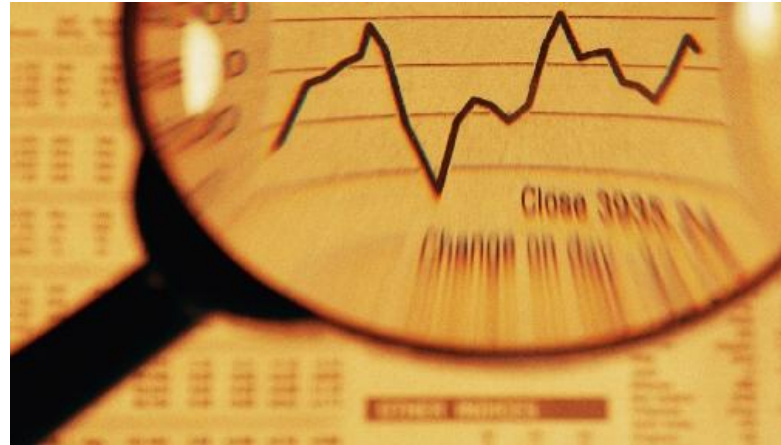


Project Impact

What are you trying to accomplish?

Timeline

Restating the
Project Plan,
using dates



Staffing

Who's
responsible
for this
Project?



Budget



Restating the Project
Plan in financial terms

Possible Budget Categories

Personnel (current staff, new staff)	Benefits
Contractual Services	Project Equipment
Project Materials	Supplies
Communication	Travel
Facilities	Evaluation
Overhead/Indirect	

Project Evaluation



How will you know if the Project is successful?

Sustainability

What's going to happen when the funding ends?



Attachments

Agency Operating Budget	YTD Financials
Board of Directors List	501(c)(3) letter
IRS Form 990	Annual Audit
Annual Report	Staff Resumes
Job Descriptions	Logic Model
Letters of Support	MOUs

Even More Clues



Remember the
competition

Think about the
funder's
perspective

Questions?



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How many magnifying glasses did you see?

More grants & fundraising webinars from TLA: www.txla.org/CE

- May 14, 2pm – Friends of Large Public Libraries
- May 15, 2pm - Grants Available from IMLS
- May 16, 2pm – Friends of Small Public Libraries
- May 21, 2pm - Grants Available from Tocker
- May 29, 2pm - Grant Research, GrantStation
- May 30, 2pm – Grants Management

If you are watching the recorded version of this program

- For Continuing Education Credit, please send correct answers to the following questions to tedw@txla.org (you will receive email approval of a CE certificate within 72 hours)
- If you attended the live webinar, you do NOT need to answer these questions

Questions for CE Credit

- Name ONE of the 11 parts of a typical grant application.
- Name ONE of the potential budget categories described by the speaker.
- Name ONE of the 12 attachments you will probably need to send with your grant application.
- Send these answers to tedw@txla.org



The End