



WINNIPEG SCHOOL DIVISION

Grant Writing

**A skill worth
learning!**



WINNIPEG SCHOOL DIVISION

Gathering Background Information

Concept: A good sense of how the project fits with the philosophy and mission of your agency.



Gathering Background Information

Program: The nature of the project and how it will be conducted;

- The timetable for the project;
- The anticipated out comes and how best to evaluate the results: and
- Staffing and volunteer needs, including deployment of existing staff and new hires.



Gathering Background Information

Expenses

Provide a basic outline of the budget.



Cover Letter

- Cut to the chase
- Be compelling
- Use an active voice and positive, lively language
- Name names
- Take your time
- Get an editor



Executive Summary

Umbrella statement of your case
and
summary of the entire proposal.



Statement of Need

- Facts or statistics that best support your project
 - Project a worthwhile investment
 - Could your project be used as a model? (Don't if it doesn't fit.)



Statement of Need **Cont.**

- Is it *reasonable to portray the need* for your project as essential?
 - Demonstrate that your plan addresses the need differently or better than other projects.
 - Try not to fall into circular reasoning methods.



Project Description

- The proposal objectives;
 - The methods you intend to employ;
 - The staffing/administration requirements;
 - The evaluation process (once project is complete);
 - The sustainability of the project (financial viability).



Project Description

Objectives

Measurable outcomes of your program that define your method.

Method

How, when and why of your project. What will happen that will ensure the objects are accomplished.

Staffing/Administration

Clearly outline the numbers, qualifications, and assignments of staff.



Project Description

Evaluation

Built into the project from inception, it should measure the product, analyze the processes and determine the impact.

Sustainability

Present your project as either finite or capacity-building.

Economic sustainability is an important feature!



Budget

Item	Description	Cost
Executive Director	Supervision	10 % of salary = \$10,000 25% benefits = \$2,500
Project Director	Hired in month one	11 months at 3,500 = \$38,500 25% benefits = \$8,025
Tutors	12 working 10 hours per week for three months	$12 \times 10 \times 13 \times \$5.00 = \$7,800$
Office Space	Requires 25% of current space	$25\% \times \$20,000 = \$5,000$
Overhead	20 % of project cost	$20\% \times \$64,628 = \$12,926$



Organization Information

- When your School Division came into existence;
 - The School Division's Mission Statement;
 - The fit of the project to the mission statement;
 - Organizational structure; programs; leadership; special expertise;



Organization Information

Cont.

- Your board members; size, how they are recruited; level of participation (include board list in appendix);
 - Volunteer involvement: level of involvement and function;
 - Staffing details: numbers of full and part time, their level of expertise;
 - Describe the types of activities your staff participate in and the assistance they provide to other clients – include a description of any special needs they face.



Letter Proposal

A smaller scale project may only require a letter format proposal.

The following should be included:

- Request gift
- Explain the need
- Detail what you will do
- Supply agency data
- Incorporate appropriate budget data
- Closing
- Attach supplementary pertinent details



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Conclusion

Outline your follow-up activities:

Looking toward the future

Potential for new grant requests



The Next Step

The funder may come back to you with requests for further information.

Acknowledgment of support is a **very** important part of this process.

A thank you letter is a must.