GUIDE TO WRITING SUBMISSIONS FOR GRANTS

Compiled by Elizabeth Greef, May 2014

A very important fundamental point in writing grant proposals is that one must match the proposal to the requirements and criteria of the funding organization. If this match does not exist, there is no point spending time writing the proposal.
In developing one's own capability or that of a group in writing submissions for grants, one can begin with reading one or two of the brief overviews of important aspects of the grant writing process.
There are also brief booklets and more detailed webinars available to build an understanding of the process in more depth. The Proposal Writing Short Course is available in English, French, Russian, Portuguese, Spanish and Mandarin. In addition several websites can assist in fleshing out aspects of the process such as developing the action plan, budget and timeline and evaluation. Demonstrating accountability within the process and providing clarity about how financial matters will be managed is vital.

WEBINARS AND COURSES

Bryen, L. (2013). *Submission Writing Fundamentals – Part 1.* 2013 Webinar Series. Volunteering, Qld.
More in-depth webinar on the fundamentals of writing submissions for community organizations, the organisational and stakeholder analysis, the steps in submission writing, collecting supporting data, creating a benefit statement and seeking grants. The principles could be used for other contexts.

Bryen, L. (2013). *Submission Writing Fundamentals – Part 2.* 2013 Webinar Series. Volunteering, Qld.
Second part of webinar which covers creating objectives, an action plan and budget, performance indicators and the writing process.

Proposal writing short course. Foundation Center. (2014).
Available in English, French, Russian, Chinese, Spanish and Portuguese, this course covers the components of a proposal, gathering background information, the statement of need, describing the project, providing organisational information, the budget and the letter proposal.

Proposal Writing Short Course. By GrantSpace. (2014).
This website has some excellent short and comprehensive self-paced ecourses on grant-writing in several languages. This Proposal Writing short course is in English, French, Mandarin, Portuguese,

Russian and Spanish. It links to a [Grant Seeking Basics training video](#) in English and Spanish. It also offers as well as [Proposal budgeting basics in English](#) and [Spanish](#).

BOOKLETS

[Guide to grant submission writing: suggestions and tips to assist you in the grant submission writing process](#). Department of Local Government, W.A. (2010).
Twelve page booklet is available in pdf format to assist in writing applications and submissions for grants; less attractive than the Workforce Council booklet but with more examples of budget tables and milestones.

[Guide: Preparing funding submissions](#) Workforce Council. (n.d.)..\
This clear 11 page pdf booklet covers the writing of funding submissions quite effectively although it suffers from a lack of proofreading itself.

BRIEF INFORMATION/ OVERVIEWS OF THE PROCESS

[Five steps to writing a good grant application](#). NSW Government.
A very brief coverage of the main points in writing grant applications.

[Getting your grant proposal budget right](#). By Kramer, H. J. (2014).
This site offers simple but useful information on what to consider for getting the budget aspect of your proposal right.

[Preparing a submission or proposal: Basic steps](#) Volunteering Qld. (n.d.).
Two page information sheet on the basic steps in preparing a submission or proposal.

[What do winning proposals have in common?](#) By Carnow, G. (2014).
Brief summary of the ten main elements in winning proposals.

[Writing a grant application](#). Funding Centre. (n.d.)
A clear simple Australian site with the basics of grant-writing clearly set out. It also provides a set of questions to answer to see if you are ready to apply for a grant. In addition it offers a budget template to download (require a login which may cost) and a helpsheet to calculate volunteer labour. These tools may assist in fundraising submissions.

[Writing a grant proposal](#). By White, C. & Castelloe, P. (n.d.).

A brief overview of the process for writing a grant proposal from the Center for Participatory Change.

GRANT WRITING WEBSITES
Non-profit guides: Grant-writing tools for non-profit organizations. SeaCoast Web Design. (n.d.)
This site offers guidelines for the grant writing process with many tips, templates and samples which may be helpful.

Program administration: Funding sources By The School Library Media Specialist. (2013).
From this website a list of key steps in creating a grant proposal:

- "create a list of needs for funding and support
- identify a potential funding sources
- brainstorm a list of need for funding that would match the grant guides
- discuss the possibilities with the teachers and principal in the building
- select an active grant program of interest where funding is currently available
- write detailed background information about your school
- identify a need
- write a statement of purpose
- discuss how your proposal matches the grant requirements
- discuss your proposed project including how it will impact the students and teachers in your school
- discuss how you would evaluate the project.
- check your proposal against the guidelines
- discuss the following issues as they relate to your project:
  - hardware/software requirements
  - facilities planning
  - staff development
  - public relations
  - evaluation
  - budget
  - timeline"

There are also more tutorials and websites on grant writing listed on this page as well as links to grants, but more for US schools.

Writing successful grants. Knowledge Base. (n.d.)
An online resource developed by the University of Oklahoma to assist in writing a grant proposal and managing the grant upon its award after it is given. It covers the main elements of:
- Assessing organisational needs and the basis for desired funding on what need improvement
- Outlining the project ideas and conceptualising these

- Organising for action
- Developing and submitting the grant proposal
- Implementing the grant and evaluating its impact