

Connect DC

Grant Proposal Writing 101

March 26, 2013

Presented by:

Pat Henry, Deputy Director of OPGS

Gable Barmer, President of J&G Consultants



to



Sign up for Grant Proposal Writing 101 Tuesday, March 26th at 10 a.m.

Grant proposal writing can be an intimidating process but it may be necessary to secure funding for your organization's programs and services. Connect.DC, the District's Office of the Chief Technology Officer (OCTO), in partnership with the DC Office of Partnership and Grant Services (OPGS) and Mayor's Office of Community Affairs, is offering a workshop on grant proposal writing basics: tips; dos and don'ts; and completing District forms.

Connect.DC will release several grants throughout the coming year and encourages potential applicants to attend and learn best practices. The Grant Proposal Writing 101 workshop will equip interested applicants with tools and resources for effective proposal writing and help participants navigate the District's proposal process and requirements.

On March 26th from 10 a.m. to 12 p.m., Connect.DC and OPGS will host the workshop with grant writing experts who will share their knowledge and experience to help you get money for your organization!

Place:

200 I Street, SE,
Washington, DC 20003 (Navy Yard Metro)
Multi-Purpose Room 1001A (First Floor)

Presenters:

- Pat Henry, Deputy Director of OPGS
- Gable Barner, Consultant for J & G Consultants, LLC

During the TA Workshop, presenters will:

- Provide tips about effective grant proposal writing
- Share the dos and don'ts of grant proposal writing
- Provide examples of proposals and share useful resources

contact Connect.DC
at 202-CONNECT
(266-6328) or visit
www.connect.dc.gov.

To register, please contact
Michell Morton at
202-478-5960
or email:
octosubgrants@dc.gov.

**Space is limited
so register today!**

Connect DC Overview



- Connect DC
- Office of Partnerships Grants Services (OPGS)
- Grant Proposal Writing Outline

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Grant Proposal Writing Workshop

- Tips about effective grant proposal writing
- The do's and don'ts of grant proposal writing
- Characteristics of “fundable” proposals and useful resources
- Request for Proposals from Connect DC
- Importance of completing and submitting forms for proposals



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7 Tips for Writing Successful Proposals

- 1) Communicate with funders
- 2) Follow the directions
- 3) Be creative, clear, concise, and accurate
- 4) Emphasize what your organization will do



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7 Tips for Writing Successful Proposals

5) Evaluation counts

6) Proofread carefully

7) Seriously, proofread!



(**Source:** Washington Regional Association of Grantmakers Website)

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Do's and Don'ts of Grant Proposal Writing

- DO take the executive summary portion of the proposal seriously. It is often the first section that gets read.
- DON'T make your problem statement so bleak that it creates the perception of no hope.
- DO get your facts straight.
- DON'T let a grant-writing consultant develop your program plan.
- DO follow the grant guidelines as specifically as they are articulated.



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Do's and Don'ts of Grant Proposal Writing

- DO contact the funding institution and speak or meet with someone about your organization and/or program before submitting the proposal.
- DO think of everyone -- funding institutions included -- who invests in your organization as partners.
- DON'T try to convince a funder to invest in your nonprofit if you do not fit within their specific areas of focus.

Source: <http://nptimes.blogspot.com/2012/12/9-grant-writing-dos-and-donts.html>

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Characteristics of “Fundable” Proposals

- **Creativity** – Does your proposal exhibit creativity of thought, a distinctive flavor, or a unique approach to a problem?
- **Competence** – How does your past experience make you a qualified candidate?



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Characteristics of “Fundable” Proposals

- **Clarity** – A sophisticated proposal should not be muddled. Is what you are trying to say clear?
- **Compelling**- Is your plan expressed in a way that is compelling ~ even to those that don not know you?

Source: <http://www.mc3edsupport.org/community/knowledgebases/characteristics-of-a-fundable-idea-532.html>



Connect DC ~ RFP

Connect.DC's initiatives address each of these major barriers by collaborating with strategic partners to provide:

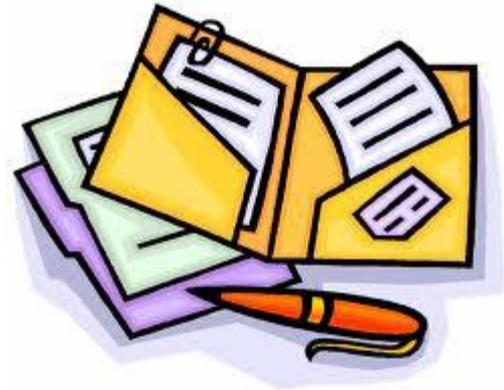
- **Increased Access** – Expanding the locations that provide free access to computers and broadband Internet service
- **Improved Education** – Offering computer training and digital literacy courses to teach people how to use computers, navigate the Internet and build useful technology skills
- **Expanded Outreach** – Advertising digital inclusion programs and services as well as delivering the message of the benefits of technology in life and work

Source: <http://connect.dc.gov/page/our-model>

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Key Forms and Documents

- Planning document
- Copy of IRS determination letter
- One page organization chart
- Short Bibliographies (no more than ½ page)
- List of board members
- MOU's (signed) to collaborate
- Annual report



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Questions & Answers



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