Components of a Grant Proposal

Needs Assessment
Project Design
Performance Measures
Effective Partnerships
Fiscal Responsibilities
Assessing the Needs

- Find out what is already being offered and what holes need to be filled.
- Administer surveys
- Convene a focus group
- Review the information
- Decide what needs you can address
Afterschool programs keep kids safe, help working families and improve academic achievement.

• More than 28 million children today have parents who work outside the home.

• As many as 15 million kids have no place to go once the school day ends.

• Studies show that students involved in afterschool programs get better grades, attend school more and have improved behavior. They also express greater hopes for the future and more interest in school.

• Teens who participate in afterschool are less likely to skip class, use marijuana and other drugs, smoke, drink alcohol or engage in sexual activity.

• Two-thirds of Americans say that it is difficult to find programs in their communities and that not enough programs are available.

• About 16 percent of children and adolescents are now seriously overweight. Afterschool programs can provide substantial amounts of health-enhancing physical activity and opportunities to practice skills taught in physical education courses.
Developing the Project Design

- Programming will be the most visible piece of the project.
- Activities should reflect the goal(s) of your program.
- People making programming decisions should take a close look at the needs of the participants to be served.
- If the activities are unappealing, kids won’t come.
- Remember that activities can/should change as needs change.
Establishing Performance Measures

• Clearly describe the goals/outcomes for the project
• Explain the expected results and benefits of the activities
• Determine the impact of the activities on the students you will serve

> Should be concrete, measurable and achievable within a specific timeframe
Establishing partnerships will be a very important aspect of any project.

Community-based organizations are required to form partnerships with LEAs, but in the same turn LEAs must seek out community partners.
Principles for Successful Partnerships

Child Care Partnership Project (http://nccic.org/ccpartnerships)

1. Have clear goals
2. Select indicators and performance measures to monitor efforts productivity
3. Involve students and families in development of program and activities
4. Include your key stakeholders from the beginning
5. Define partners roles and responsibilities
Successful Partnerships (cont’d)

6. Communicate with partners
7. Be flexible
8. Draw on the strengths of partners
9. Make the project visible to the public
10. Maintain momentum and strive for sustainability

Possible Partner Organizations

Senior Citizen Centers    Local Businesses
Museums, zoos, parks     Recreation Centers
Youth Organizations      Law Enforcement Agencies
Civic, professional, volunteer groups Colleges/Universities
Fiscal Responsibilities

The budget should be reasonable for the proposed activities. Provide sufficient detail/explanation of how funds will be used.

BASIC FISCAL PROCEDURES:

- Approved Program Plan & Budget
- Grant Contract
- Expenditures/Documentation
- Reimbursement Requests & Payments
- Site Visits
Special Fiscal Areas of Concern

- Personnel
- Equipment & Supplies
- Contractual Services
- Travel

- SUPPLEMENT vs SUPPLANT
For more information on grant writing, visit these sites:

http://www.cpb.org/grants/grantwriting.html
http://712educators.about.com/cs/grantwriting/a/grantwriting.htm
http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html
http://www.npguides.org/guide/index.html

GOOD LUCK!!